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Forum for Agricultural Research in Africa (FARA)

**Form B – (Individual Consultants Only)**

**PRE-QUALIFICATION DOCUMENT**

**for the**

REGISTRATION OF INDIVIDUAL CONSULTANTS,

FOR CONSULTANCY SERVICES

2022/2023

**Issuance Date: 25th March, 2022**

**Closing Date: 25th April, 2022**

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**SECTION I - INVITATION FOR PRE-QUALIFICATION**

FARA (hereinafter referred to as “Registration Entity”) intends to register applicants for the provision of the following services:-

|  |  |  |
| --- | --- | --- |
|  | *\*Applicants can select a maximum of two (2) sub-categories\** |  |
| **Sub-Category No.**  | **Consultancy Services Category** |  |
| FARA/CS/2022-23/01 | Financial Audit Services |  |
| FARA/CS/2022-23/02 | Human Resources Consultancy |  |
| FARA/CS/2022-23/03 | Strategy Planning & Project Management |  |
| FARA/CS/2022-23/04 | Animal Science & Health |  |
| FARA/CS/2022-23/05 | Agricultural Biotechnology/Biochemistry |  |
| FARA/CS/2022-23/06 | Gender and Youth |  |
| FARA/CS/2022-23/07 | Engineering Consultants |  |
| FARA/CS/2022-23/08 | Agricultural Economics & Agribusiness |  |
| FARA/CS/2022-23/09 | Plant Pathology |  |
| FARA/CS/2022-23/10 | Environmental Safeguards |  |
| FARA/CS/2022-23/11 | Social Safeguards |  |
| FARA/CS/2022-23/12 | Agriculture Foresight  |  |
| FARA/CS/2022-23/13 | Capacity Development |  |
| FARA/CS/2022-23/14 | Legal Consultants  |  |
| FARA/CS/2022-23/15 | Governance  |  |
| FARA/CS/2022-23/16 | Procurement Management |  |
| FARA/CS/2022-23/17 | Baseline Studies |  |
| FARA/CS/2022-23/18 | IT Solutions |  |
| FARA/CS/2022-23/19 | Knowledge Management |  |
| FARA/CS/2022-23/20 | Communications  |  |
| FARA/CS/2022-23/21 | Food Science |  |
| FARA/CS/2022-23/22 | Others: |  |

**SECTION II - INSTRUCTIONS TO APPLICANTS**

**2.1 Scope of Tender**

2.1.1 The Forum for Agricultural Research in Africa (FARA) intends to register Individuals for the services detailed in the invitation for registration.

2.1.2. Registration is opened to eligible Individual Consultants as indicated in instructions to Applicants.

2.1.3. Individuals already on FARA’s existing vendor database are also invited to submit their applications.

**2.2. Submission of Application Forms**

2.2.1 All duly completed application forms, introduction letter together with the relevant

 supporting documents should be sent electronically to the email stated address below:

 **[****recruitment2@faraafrica.org****]**

|  |
| --- |
| **ADDRESS** Interested firms, Individual consultants, suppliers, contractors and service  providers seeking clarification should kindly contact FARA’s Procurement Unit - Monday to Friday between 9.00 to 16.00 (GMT).**For Enquiries Only:**Procurement Unit,Forum for Agricultural Research in Africa (FARA)PMB CT 173 Cantonments, Accra7 Flower Avenue, Mile 7, Achimota, Accra+233 302 774838 | 302 744888**[****cachaab@faraafrica.org****]** |

The submission of a completed registration form should be made on or before ***Monday, April 25, 2022 @ 16:00GMT***. Any document received after the deadline time and date shall be rejected. The PU of FARA reserves the right to accept or reject any application and is not bound to give reasons for its decision.

2.2.2 All the information requested for registration shall be provided in the **English Language.**

2.2.3 Failure to provide information that is essential for effective evaluation of the applicant’s qualification or to provide timely clarification or substantiation of the information supplied may result in the applicant’s disqualification.

**2.3 Eligible Applicants**

2.3.1 This Invitation for applications is opened to all Individual Experts from eligible source countries.

2.3.2 Applicants must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive or obstructive practices as issued by any Procurement Authority or any Donor Agency.

**2.4. Shortlisting Criteria**

2.4.1 Registration will be based on meeting the minimum requirements to pass in the criteria for the various sub-categories as set out in this document thereof. A shortlisting of applications will be done considering the applicant’s general and particular experience and capability as demonstrated by the applicant’s response in the attached forms.

2.4.2 The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years.

2.4.3. Applicants who qualify according to the selection criteria will be invited to submit their CVs and or proposals for the services as and when required depending on continuous performance.

2.4.4. The following documents **MUST** be attached:

* 1. Introductory Letter (Including a Comprehensive CV)

2.4.5 Individual Consultants are to complete and submit **FORM B** to the above email

 Address.

**Confidential Business Forms:**

*(Please note that giving false information under this section will result in your application being disqualified automatically)*

 **GENERAL INFORMATION**

1. The form must be fully and comprehensively completed in all respects.
2. Information given by the applicant shall be treated in strict confidence.
3. FARA reserves the right to visit and inspect the business premises of the Individual that will participate.
4. Any information given under and later found to be incorrect shall lead to disqualification from the registration process.
5. Applicants can select a maximum of **Two (2) Sub-Categories.**

**FORM B (*for* INDIVIDUAL CONSULTANTS)**

**Individual Consultants’ Registration Form**

|  |  |
| --- | --- |
| **Fields** |  |
| Title  |  |
| First Name |  |
| Other Names |  |
| Last Name |  |
| Physical Address |  |
| Postal Address |  |
| Email Address (Work) |  |
| Email Address (Personal) |  |
| Phone Number (s) |  |
| Skype ID |  |
| Country of Origin |  |
| Country of Work |  |
| Academic Qualifications |  |
| Area of Specialization *(State maximum 2 Sub-Categories)* |  |
| Interest Areas |  |
| Professional Affiliation  |  |
| Professional Membership & identification |  |
| Institution of Work |  |
| Short Bio |  |

**DECLARATION (*for* INDIVIDUAL CONSULTANTS)**

|  |
| --- |
| I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render me ineligible to participate in any future business activities with FARA |

|  |
| --- |
| **FORM COMPLETED BY:** |
| **Name:** |  |
| **Title:** |  |
| **Date:** |  |
| **Telephone/Mobile No.:** |  |
| **Email:** |  |
| **Signature:** |  |

|  |
| --- |
| **FORM WITNESSED BY:** |
| **Name:** |  |
| **Title:** |  |
| **Date:** |  |
| **Telephone/Mobile No.:** |  |
| **Email:** |  |
| **Signature:** |  |