

**Call for Expression of Interest**  
**Pre- qualification of Consultancy service for technical support for Ireland Fellowship**  
**Programme – Application round 2023 – 2024**

**1. Background**

The Ireland Fellows Programme (IFP) Asia is fully funded by the Irish Government and is offered under the auspices of the Department of Foreign Affairs (DFA).

The IFP enables early to mid-career professionals from Vietnam, Lao PDR and Cambodia with leadership potential to benefit from a prestigious, world-class, quality education. The main aim of the programme is to develop in-country capacity to achieve national Sustainable Development Goals (SDGs), and to build positive relationships between Ireland and countries around the world. IFP Asia is administered by the Embassy of Ireland in Vietnam (the Embassy).

The application process consists of three stages:

- Stage 1 Preliminary Application
- Stage 2 Detailed Application (only for applicants shortlisted at Stage 1)
- Stage 3 Interviews

The Embassy is now seeking a local service provider to assist with data entry and scoring of applications in Stage 1 and Stage 2 of the application process.

It is envisaged that around 300 applications will be received in total at Stage 1, with around 150 applications proceeding to Stage 2.

**Purpose and objective**

The purpose is to establish a database of applications for the IFP Asia 2023–2024 round, and to mark the applications following the Embassy’s standard scoring templates.

**Scope of work**

The service provider is responsible for the following tasks:

- **At Stage 1**, enter data of all applications into a worksheet using the Embassy’s template and score the applications using Embassy criteria.
- **At Stage 2**, enter data of all applications into a worksheet using the Embassy’s template and score the applications using Embassy criteria.

**Tentative time frame**

<b>Date</b>	<b>Details</b>	<b>Remarks</b>
31 July – 26 August 2023	<ul style="list-style-type: none"><li>• Data entry and scoring of Stage 1 applications</li></ul>	Dataset for Stage 1 is submitted to the Embassy by COB 26 August 2023
21 October – 17 November 2023	<ul style="list-style-type: none"><li>• Data entry and scoring of Stage 2 applications</li></ul>	Dataset for Stage 2 is submitted to the Embassy by COB 17 November 2023

## **2. Instruction for applicants**

The Embassy is seeking tenders for the provision of technical support for the Ireland Fellows Programme, application round 2023-2024, which is administered by the Embassy for Vietnam, Cambodia and Lao PDR, as set out above.

The tendering process consists of a call for Expressions of Interest (EoI). Consultancy companies and partnerships of at least two individual consultants are eligible to submit an EoI.

The Embassy will review the EoIs and all qualifying applicants will be invited to submit a bid. A detailed Terms of Reference (ToR) and necessary guidance and templates for data entry and scoring will be shared with the applicants deemed qualified to submit a bid. Bids will be assessed by the Embassy.

An EoI must be submitted to the Embassy by email. The e-mail should include "Expression of interest for Provision of Technical Support for Ireland Fellowship Programme 2023- 2024" in the subject field and should be received via email to [irishembassyhanoi@dfanet.ie](mailto:irishembassyhanoi@dfanet.ie) no later than **14 June 2023**.

The submission of an EoI should provide the following information:

- Pre-qualification form (Appendix 1)
- Declaration on conflicts of interest (Appendix 2)
- Company profile and/or CVs showing relevant experience.
- A brief description of the applicant's policy and practices on data protection and information management.

## **3. Selection Criteria for pre-qualification**

For pre-qualification, applicants must:

- Have demonstrated experience supplying similar services.
- Have appropriate measures in place to ensure data protection.
- Be legally registered in Vietnam and can issue a VAT invoice for the service.
- Confirm that there are no conflicts of interest.

## **4. Conflict of Interest**

Applicants must disclose in their submission's details of any circumstances, including personal, financial and business activities, that will, or might, give rise to any conflict of interest associated with any current or previous engagement/programme undertaken, or any relationship that may reasonably be perceived to potentially conflict or impact on their ability to participate in the Tender Process or fulfil the requirements of the engagement. This also includes any sub-contractor.

Failure to disclose a material conflict of interest may disqualify an applicant or cause the termination of any subsequent contract and entitle Embassy of Ireland to seek remedies, such as cost or compensation for loss.

Where Applicants identify any potential conflicts, they should state how they intend to avoid such conflicts. The Embassy reserves the right to reject any submission which, in the opinion of the

Embassy, gives rise, or could potentially give rise to, a conflict of interest.

Applicants or any of their affiliates shall not be assigned any engagement which, by its nature, may be in conflict with another engagement of the applicant. The Embassy may accept the participation of a consultant that has been engaged in the preparation of a project if it can be demonstrated that no unfair advantage is given to the consultant and that the tendering process offers equal opportunities to all Applicants. A declaration form (Appendix 2) must be signed to this effect.

**Appendix 1**

**PRE- QUALIFICATION FORM**

**For consultancy companies, please fill in the following:**

**1. Organisation name:**

**2. Contact details in Vietnam:**

Address:

Tel:

Fax:

Email:

Website:

**3. Name and contact details of main contact person (for the purposes of this application):**

Name:

Position:

Email:

Tel/Mobile:

**4. Legal status of organisation (please confirm):**

- Is the organisation legally registered in Vietnam? (Tick)
- Will the organisation be able to issue VAT invoice for the service should the contract is awarded? (a sample of registered VAT invoice is required) (Tick)

**5. Team composition:**

No	Name

I have enclosed CVs of all team members (Tick)

**6. Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**For a partnership of independent consultants, please fill in the following:**

**1. Name and contact details of main contact person (for the purposes of this application):**

Name:

Position

Email:

Tel/Mobile:

**2. Team composition:**

No	Name

I have enclosed CVs of all team members. (Tick)

I confirm that all of the individuals above will be able to submit tax clearance certificates for the service, should the contract be awarded. (Tick)

**3. Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 2

### Conflict of Interest Declaration Form

**THIS DECLARATION MUST BE LODGED AS PART OF THE SUBMISSION FOR THIS CALL. WHERE THE APPLICANT IS A CORPORATION OR PARTNERSHIP THE DECLARATION MUST BE COMPLETED BY A DULY AUTHORISED REPRESENTATIVE.**

**Name of Organisation:**

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**Address:**

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**I, [ *insert name* ], solemnly declare that I have been duly authorised to make this declaration by the above named organisation and I hereby certify as follows:**

1. I have no conflict of interest in connection with the service assignment; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
2. Specifically, I/the organisation is not involved in any coaching/mentoring activities for potential applicants to the Ireland Fellows Programme (IFP);
3. I will inform The Embassy of Ireland, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
4. I have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
5. I have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;
6. that the information provided to The Embassy of Ireland within the context of this call for pre-qualification is accurate, sincere and complete

**I further declare that the information provided above is accurate and complete to the best of my knowledge and belief.**

**I understand that the provision of inaccurate or misleading information in this declaration may lead to the Applicant being excluded from participation in this or future tenders.**

**This declaration is made for the benefit of the Embassy of Ireland (the Contracting Authority).**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_