

## REQUEST FOR EXPRESSION OF INTEREST

22 August 2023

### **YEM23EOI06**

#### **A. Background**

1. The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience. Each year, WFP assists some 80 million people in around 80 countries.
2. The WFP Yemen Country Office seeks to contract with Third Party Service providers to preform **Assurance Activities for the following services:**
  - a) Conducting Micro Assessment exercises for WFP Cooperating Partners.
  - b) Conduct Financial Spot Check exercises for WFP Cooperating Partners.
  - c) Conduct Financial Audit exercises for WFP Cooperating Partners.
  - d) Conduct Special Audit exercises for WFP Cooperating Partners for WFP Projects.
3. WFP invites eligible Service Providers to express their interest in providing the required services.
4. Firms and Agencies as well as relevant service providers who have extensive experience in Humanitarian work, accessibility and coverage across Yemen and to WFP operational areas are encouraged to participate in this EOI.

#### **B. The purpose of this EOI**

5. The purpose of this request for EOI is to identify suppliers with verified technical and financial capacity to perform the required services. Eligible suppliers will be invited to participate in the bidding process for the proposed tender.
6. Eligibility to participate in the proposed tender will be determined based on five years of experience with a well-known profit or non-profit organization, quality of service, matching WFP requirements and work capacity.
7. After the deadline for submission of responses, WFP will evaluate responses received and will notify eligible participants of the outcome of the evaluation.

#### **C. How to prepare and submit your Expression of Interest**

8. In order to participate in the pre-qualification exercise, companies are required to provide the following:
  - EOI Response Form.
  - Supplier Background Check Form (Annex 1).
  - Supplier Financial Status Form (Annex 2).
  - Experience Form (Annex 3).
  - WFP Registration Form (attached with the EOI).
  - WFP Questionnaire Form (attached with the EOI).
  - Declaration of Honour Form (attached with the EOI).
  - Anti-Fraud and Anti-Corruption Clause (attached with the EOI).
  - Valid Commercial Certificate translated into English.
  - Valid Tax card translated into English.
  - Valid Work permit translated into English.
  - Portfolio and Previous Work. To be attached.
  - License from SCMCHA to manage contracts with UN agencies (if the supplier is working in the north).
  - Bank Certificate (that the supplier has a valid Bank account number and is financially dependable).
  - Signatory.

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9. All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent by email to [yemen.expressionofinterest@wfp.org](mailto:yemen.expressionofinterest@wfp.org). The deadline for response to this request for EOI:

**12 th September 2023, 16:00 hrs Yemen Time**

10. WFP will not consider incomplete or unsigned submissions. All responses and supporting documentation received will be treated as strictly confidential and will not be made available to the public.
11. This request for EOI does not constitute a solicitation. WFP reserves the right to change or cancel this process or any of its requirements at any time during the process; any such action will be communicated to all participants.
12. Should you have any questions please do not hesitate to contact us at [yemen.expressionofinterest@wfp.org](mailto:yemen.expressionofinterest@wfp.org).

Yours sincerely,

  
Richard Ragan  
Representative & Country Director  
Yemen Country Office  
The United Nations World Food Programme