*SAMPLE FORMAT:*

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – FIRMS SELECTION)

**[*COUNTRY*]**

**[*NAME OF PROJECT*]**

Loan No./Credit No./ Grant No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assignment Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference No**. (as per Procurement Plan): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The [*insert name of Borrower/Beneficiary/Recipient*] [*has received/has applied for/intends to apply for*] financing from the World Bank toward the cost of the [*insert name of project or grant*], and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include [*insert brief description, implementation period, etc.*][[1]](#endnote-2)

The [*insert name of implementing agency/client*] now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: [*insert criteria related to required qualifications and experience of the firm, but not individual experts’ bio data*].

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers* [*insert correct title and date of applicable Guidelines edition as per legal agreement*] (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest. [*If applicable, insert the following additional text*: In addition, please refer to the following specific information on conflict of interest related to this assignment: [*insert information on conflict of interest related to the assignment as per paragraph 1.9 of Consultant Guidelines*].

Consultants may associate with other firms in the form of a joint venture or a subconsultancy to enhance their qualifications.

A Consultant will be selected in accordance with the [insert selection method] method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours [*insert office hours if applicable, i.e. 0900 to 1700 hours*].

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by [*insert date*].

[*insert name of office*]

Attn: [*insert name of officer & title*]

[*insert postal address and/or street address*]

[*insert postal code, city and country*]

Tel: [*include the country and city code*]

Fax: [*include the country and city code*]

E-mail: *[include e-mail address]*

1. *[Provide enough information allowing Consultants to decide whether or not to prepare an expression of interest or insert a link to the website where the terms of reference can be found. Requested information should be the minimum required to judge a Consultant’s suitability and not so complex as to discourage Consultants from expressing interest.]* [↑](#endnote-ref-2)