



## SAMPLE REQUEST FOR EXPRESSIONS OF INTEREST FROM CONSULTING FIRMS AND INDIVIDUAL CONSULTANTS

### (NAME OF GRANT RECIPIENT)

1. The [Name of the Grant Recipient] has received a Grant from the African Development Bank and intends to utilize part of this Grant towards the cost of the following Assignment: [insert the title of assignment]
2. The services to be provided under the Assignment include: [Insert a brief description of services to be provided including the organization and timing].
3. The [Name of the Grant Recipient] invites Consulting Firms to indicate their interest in providing the above-described services. Interested Firms shall provide information (documents, reference to similar services, experience in similar assignments, etc.) on their qualifications and experience demonstrating their ability to undertake this Assignment.
4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the African Development Bank's Procurement Policy for Bank Group Funded Operations, approved by the Bank's Boards on 14 October 2015, and available on the Bank Website at <http://www.afdb.org>. Please, note that interest expressed by a Firm does not imply any obligation on the part of the Grant Recipient to include it in the shortlist.
5. The estimated duration of services is [indicate the duration in days or months] and the estimated starting date is [starting anticipated date of commencement of the assignment].
6. Interested Consulting Firms may obtain further information at the address below during official working hours: [insert office hours].
7. Expressions of interest must be received at the address below no later than [insert date] at [insert time] local time and specifically mentioning [insert title of assignment]

*For the attention of: Mr./Mrs. ....*

[Name of Grant Recipient]

[Geographical Address]

Zip Code: .....

Town: .....

Country: .....

Tel: .....

Fax: .....

E-mail: .....