

Template for Preparing Requests for Expressions of Interest for the Selection and Use of consultants by the World Bank

SELECTION OF CONSULTANTS BY THE WORLD BANK

SAMPLE FORMAT FOR REQUEST FOR EXPRESSIONS OF INTEREST

[NAME OF COUNTRY or beneficiary]

[NAME OF PROJECT or assignment]ⁱ

CONSULTING SERVICES

TRUST FUND #: [insert: Trust Fund number] or

BUDGET ALLOCATION # [insert account number]

Expressions of Interest

The World Bank intends to finance the assignment/services described below under a [trust fund from the (insert name of trust fund provider)] or [budget allocation for the Bank's administrative budget].

The services include [brief description, organization, implementation period.]ⁱⁱ

The *World Bank* now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications.

Consultants will be selected in accordance with the procedures set out in the current edition of the World Bank's [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#).

Interested consultants may obtain further information at the address below [state address at the end of document] from [insert office hours].ⁱⁱⁱ

Expressions of interest must be delivered to the address below by [insert date].

[Insert name of office]

[Insert name of officer]

[Insert postal address and/or street address]

Tel: [Indicate country and city code]

Fax: [Indicate country and city code]

E-mail:

ⁱ If appropriate. In some cases there may be no project properly said but only a specific consulting assignment.

ⁱⁱ The intent is to enable potentially interested consultants to decide whether or not to prepare an expression of interest. Note that this is an invitation to express interest only, and final evaluation should be based on the proposals submitted by invited firms.

ⁱⁱⁱ For example, 0900 to 1200 hours.