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, estimated level of effort (professional staff-months), implementation period, expected start date of assignment, etc. ensuring full consistency with the TOR attached or referred to in this REOI*].

The detailed Terms of Reference (TOR) for the assignment [*insert one of the following:*
are attached to this request for expressions of interest.
Or
*can be found at the following website: (**insert name of the website and URL address or link**).*
or
can be obtained at the address given below.]

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; such as core business and years in business, relevant experience, technical and managerial capability of the firm. The Qualifications and Experience of Key Experts shall not be included in the shortlisting criteria*]. Key Experts will not be evaluated at the shortlisting stage.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 [*or insert date of applicable Procurement Regulations edition as per the legal agreement*] ("Procurement Regulations"), 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 3.17 of the Procurement Regulations]*.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the [*insert approved selection method*] method set out in the Procurement Regulations.

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]*