

## **Template for Expression of Interest Individual Consultant**

**Template may be personalized however all information requested below must be included.**

**All required documents must be provided in one pdf file when submitting in electronic format.**

**2 hard copies to be delivered at address indicated in notice.**

## **Table of Contents**

## Application Letter (Form)

*[Insert: Loan No. ....]*

*[insert: Location and Date]*

*[insert: Address as specified in the TOR]*

Dear Mr. /Ms.:

I submit my application to perform the consulting service *[insert: name of consulting services assignment]*. I declare I have reviewed the requirements and terms detailed in the terms of reference. For this purpose, I am attaching my resume duly signed in the format established.

Attached to this letter are the following documents:

- *[List the documents attached to the letter]*

The three main reasons I should be considered for this position are *[insert:]*

I declare that all the information provided is true and authentic. If any part of the documents attaches is found to be false or untruth, I assume that my application will be rejected.

I also declare that I have no incompatibility or conflict of interest, and I meet the eligibility requirements established in paragraph 2 of the Guide to the Consultants neither I am not included in the Sanctioned Individuals list <https://www.iadb.org/en/transparency/prohibited-practices-idb-group>).

Likewise, I understand and acknowledge that you are not obliged to accept this application or any other you may receive, and that the selection of the consultant will be based on the professional background, qualification and experience of the applicants.

Sincerely,

*[Insert: Signature and name]*

## Curriculum Vitae (CV) (Form)

*[The gray text provides guidance to the Consultant to prepare their CV]*

### 1. General Data

<b>Assignment</b>	<i>[Name of the consultancy]</i>
<b>Name:</b>	<i>[Insert full name]</i>
<b>Date of Birth:</b>	<i>[day/month/year]</i>
<b>Country of Citizenship/Residence</b>	<i>[country]</i>
<b>ID or passport number (attached in appendix)</b>	<i>[number]</i>
<b>Address</b>	<i>[address]</i>
<b>Phone number</b>	<i>[country code and number]</i>
<b>e-mail address</b>	<i>[electronic mail]</i>

### 2. Education

Name of the college/university or other specialized educational institutions (starting with the most recent)	Degree(s)/diploma(s) obtained	Dates attended (Start – End)	Comments

### 3. Employment record relevant to the assignment:

*[Starting with present position, list in reverse order. Provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Employers and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.]*

Period Start - End	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment

<i>[e.g., May 2005-present]</i>	<i>[e.g., Ministry of ....., advisor/consultant to... For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]</i>		

**4. Skills**

- 

**5. Language Proficiency**

<b>Language</b>	<b>Level 0 – 5 (excellent)</b>

**6. Working experience in the region (for regional and international consultants)**

<b>Period Start - End</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>
<i>[e.g., May 2005-present]</i>	<i>[e.g., Ministry of ....., advisor/consultant to... For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]</i>	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

*[day/month/year]*

Name of Expert  
Date

Signature

	<b>Yes</b>	<b>No</b>
(i) This CV correctly describes my qualifications and experience	<input type="checkbox"/>	<input type="checkbox"/>
(ii) I am employed by the Executing or the Implementing Agency	<input type="checkbox"/>	<input type="checkbox"/>
(iii) I was part of the team who wrote the terms of reference for this consulting services assignment	<input type="checkbox"/>	<input type="checkbox"/>
(iv) I am not currently debarred by a multilateral development bank (If yes, identify who)	<input type="checkbox"/>	<input type="checkbox"/>
(v) I am not facing any litigation for fraud, theft, corruption etc.	<input type="checkbox"/>	<input type="checkbox"/>

## **Appendices**

Copy of degrees/certificates

List of at least two references with contact information

Proof of nationality: copy of documentation of nationality