**GOVERNMENT OF *[insert the name of the Recipient]***

***[insert name of the Project]* PROJECT**

**CONSULTANCY SERVICES FOR *[insert name of the assignment, as per the Procurement Plan]***

**REQUEST FOR EXPRESSIONS OF INTEREST - FIRMS**

***[Note to Client: the text in blue is meant to be guidance in drafting the REOI and shall be deleted in the final version before publication]***

The Government of ***[insert the name of the Government and insert the acronym in brackets]*** (GO***\_*)**has received financing from the Caribbean Development Bank (CDB) towards the cost of the ***[insert name of the Project]*** Project and intends to apply a portion of the proceeds to eligible payments under this contract. Payment by CDB will be made only at the request of the (GO\_) and upon approval by CDB, and will be subject, in all respects, to the terms and conditions of the Loan Agreement. The Loan Agreement prohibits a withdrawal from the Loan Account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than (GO\_)shall derive any rights from the Loan Agreement or have any claim to the proceeds of the Loan.

The ***[insert the name of the Executing/Implementing Agency for this Project]*** is the Executing Agency of this Project and now wishes to procure consultancy services for ***[insert name of the assignment].***

The objective of the consultancy is ***[insert brief description, ensuring full consistency with the TOR]*.** Further details can be found in the attached Terms of Reference (TOR). The duration of the assignment is expected to be for a period of ***[insert estimated duration of assignment and level of effort (staff-months by key experts) if these will also be provided in RFP].*** The ***[insert name of the Executing Agency]***now invites interested eligible consulting firms to submit Expressions of Interest (EOI) for the provision of these consultancy services.

Consultants shall be eligible to participate if:

1. in the case of a body corporate, it is legally incorporated or otherwise organised in an eligible country, has its principal place of business in an eligible country and is more than 50 per cent beneficially owned by citizen(s) and/or bona fide resident(s) of eligible country(ies) or by a body(ies) corporate meeting these requirements;

(b) in the case of unincorporated firms, the persons are citizens or bona fide residents of an eligible country; and

(c) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or bona fide resident of an eligible country.

Eligible countries are member countries of CDB.[[1]](#footnote-2) Consultants are advised to review the detailed eligibility criteria detailed in Section 4 and conflict of interest provisions in Section 5 of the ***[insert either the Procurement Procedures for Projects Financed by CDB (November, 2019) or the Procurement Procedures for Projects Financed by CDB (January, 2021), as applicable and as published on CDB’s website].***

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments, financial capability, and existing commitments. Key Experts will not be evaluated at the EOI submission stage.

Interested consultant teams are required to submit their Expression of Interest using the “EOI Consulting Firms template”[[2]](#footnote-3) attached to this REOI ***or can be made available upon request by contacting Address 1 below or downloaded from the Specific Procurement Notice on CDB’s website.***

All information must be submitted in English. Further information may be obtained from the first address below between ***[insert time]*** and ***[insert time]*** hours Monday to Friday.

***[insert required number of hard copies]*** hard copies of the Expressions of Interest must be received at the first address below no later than ***[insert deadline for submission of EOIs indicating hour, day, year and time zone]*** and one electronic copy must be sent simultaneously to CDB at the second email address below. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked **“Expression of Interest – Consultancy Services for *[insert name of the assignment]*”.**

The selection method shall be Consultants’ Qualifications Selection. Therefore, following the assessment of submissions, firms shall be assessed and compared, and the best qualified and experienced firm shall be selected. Only the selected firm shall be asked to submit a combined technical and financial proposal and, if such proposal is responsive and acceptable, be invited to negotiate a contract. (GO\_) reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest

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| (1)    ***[insert name and contact information of the Executing/Implementing Agency]***  ***Tel:***  ***Email:*** | (2)  Caribbean Development Bank  Tel: (+1246) 539-1600  **Email**: [procurement@caribank.org](mailto:procurement@caribank.org) |

1. *Occasionally contracts may be financed out of special programmes that would further expand the number of eligible countries or restrict eligibility to a particular group of member countries. When this is the case, it should be mentioned in this paragraph.* [↑](#footnote-ref-2)
2. *When drafting the REOI and the TOR, the Client should also prepare an EOIs submission template. The latter should be tailored to the specifics of the assignment in question and can be downloaded from CDB’s website at:* [20230626\_CDB EOI\_Consulting Firms-template v1.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.caribank.org%2Fsites%2Fdefault%2Ffiles%2Fpublication-resources%2F20230626_CDB%2520EOI_Consulting%2520Firms-template%2520v1.docx&wdOrigin=BROWSELINK) *It will be included as an attachment to this REOI. For REOIs advertised in newspapers locally or nationally, the EOI submission template may be requested by the interested consulting firms directly from the Recipient, and wording in this REOI shall be modified accordingly.*  [↑](#footnote-ref-3)