**Appendix B: Expression of Interest (EOI) Form**

To: Regional Hub of Cairo

Islamic Development Bank

Dear Sir:

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request of Expression of Interest dated [Insert Date]. I am hereby submitting my updated and signed Curriculum Vitae and cost breakdown as requested.

I hereby declare that:

(a) all the information and statements made in this Proposal are true and accept that any misrepresentation contained in this Proposal may lead to disqualification and/or sanction by the Islamic Development Bank.

(b) this Proposal shall remain valid for the period specified in the Request of Expression of Interest.

I undertake, if this Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date specified in the Expression of Interest and as reflected in the signed Contract.

I understand that the Islamic Development Bank is not bound to accept any Proposal that it receives and reserves the right to annul the selection process at any time prior to contract award without thereby incurring any liability to me.

I remain,

Yours sincerely,

Signature:

Name and Title of Signatory:

Address:

Contact information (phone and e-mail):

Enclosures:

1. Curriculum Vitae
2. Cost Breakdown Table
3. Any other document seen fit

**ANNEXES**

1. Cost Breakdown Table
2. Form of Curriculum Vitae

**Annex 1:** Cost Breakdown Table Sample in USD (All cost shall include or exclude taxes)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Unit** | **Quantity** | **Rate (currency)** | **Amount** |
| 1. | Remuneration Fees**[[1]](#footnote-1)** | Day |  |  |  |
|  | **Subtotal (1)** |  |  |  |  |
| 2. | Reimbursable Expenses |  |  |  |  |
|  | 1. International and/or domestic travel**[[2]](#footnote-2)** | Trip(s) |  |  |  |
|  | 1. Visa Application Charges | Actual |  |  |  |
|  | 1. Accommodation and subsistence allowance | Day |  |  |  |
|  | 1. Report preparation and production | Actual |  |  |  |
|  | 1. Others [*specify*] |  |  |  |  |
|  | **Subtotal (2)** |  |  |  |  |
|  | **Grand Total (1+2)** |  |  |  |  |

**Annex 2: Form of Curriculum Vitae**

Position Title and No.: {e.g., K-1, TEAM LEADER}

Name of Expert: {Insert full name}

Date of Birth: {day/month/year}

Country of Citizenship/Residence: \_\_\_

Contact information: \_\_\_

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Please mark if the assignment is considered relevant to the assignment.}

|  |  |  |  |
| --- | --- | --- | --- |
| Period | Employing organization and title/position. Contact information for references | Country | Summary of activities  (Comment if relevant to the Assignment) |
|  |  |  |  |
|  |  |  |  |

Membership in Professional Associations and Publications: \_\_\_

Skills (language, technical, computer, others): \_\_\_

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 and/or sanctions by the Bank.

{day/month/year}

Name of Expert Signature Date

Yes No

1. I am employed by the concerned Agency / (ies) related to this consultancy assignment.
2. I was involved with preparation of the terms of reference for this consultancy assignment.

(iii) I am not currently debarred by a multilateral development bank or other similar institutions

(If yes, identify who)

1. Includes any overhead costs while working at place of residence. [↑](#footnote-ref-1)
2. Round trip travel (economy class) using most direct route from current place of residence or work, as per IDB rules and Guidelines. [↑](#footnote-ref-2)