**Invitation for Expression of Interest (IEOI) – Individual Consultant**

**Invitation for Expression of Interest**

*Date*: 23/7/2023

**BCC2023-040 Hiring of Consultant for APIF Evaluation**

1. The Islamic Development Bank (IsDB) has approved an administrative budget for financing consulting services (the Services) for the above project. The Terms of Reference (TOR) of the Services is in Appendix A. The Services will be provided by consulting firm. IsDB will select and engage the Consultant in accordance with the IsDB Corporate Procurement Policy (Policy).
2. IsDB now invites Expression of Interest (EOI) from potential individual applicants for consideration by IsDB in determining a shortlist of candidates to be invited to submit proposals. Depending on the number of the EOIs received and the qualifications of the applicants, IsDB may or may not short list all potentials who have submitted EOIs.
3. The Islamic Development Bank (IsDB) is an international development organization established in 1975 to foster economic development and social progress of its 57 member countries and Muslim communities in non-member countries. IsDB is governed by an international legal instrument that is its “Articles of Agreement” ratified by all its member countries.
4. Based on its legal status, IsDB is neither incorporated nor registered under the laws of its Host Country (Kingdom of Saudi Arabia) or any of its member countries or any other country/state. Therefore, IsDB is a self-regulated organization.
5. The proposal should be submitted by no later than the following timeline:

Last Date for Queries: 30th July 2023

Last Date of Submission: 5th August 2023

* All the clarification and questions shall be in written format and be send if any to the following email address: General - BCC2023-040 Hiring of Consultant for APIF Evaluation [e5af9164.isdb.org@emea.teams.ms](mailto:e5af9164.isdb.org@emea.teams.ms)
* The Proposal/EOI shall be submitted by no later than: 5th August 2023. To the following email address: EOI Submission - BCC2023-040 Hiring of Consultant for APIF Evaluation [93473261.isdb.org@emea.teams.ms](mailto:93473261.isdb.org@emea.teams.ms)
* Additionally, and most importantly, IsDB currently Implemented the Procure to Pay Solution with SAP Ariba, you are kindly required to register yourself/Esteemed Firm through Self registration link as follows for the RFP and future Business with IsDB.

<http://isdb.supplier.mn2.ariba.com/ad/selfRegistration/>

**Appendix A:** Terms of Reference

**Appendix B:** EOI Form

**Expression of Interest (EOI) by Applicant**

**BCC2023-040 Hiring of Consultant for APIF Evaluation**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consultant Selection Panel

Islamic Development Bank

Email: Designated email address

I have read carefully your Invitation for Expression of Interest for the captioned assignment/project and find the Terms of References (TOR) and Scope of Work match my skill mix and experiences for providing the services required in the TOR. I would like to express my interest for our firm being considered for the Shortlist. I understand that IsDB does not have an obligation that I must be shortlisted.

I have attached to this EOI supporting documents highlighting the relevant expertise and Experience for your consideration. Some of the key information is highlighted below:

**Personal Profile**

|  |
| --- |
| Nationality:  Date of Birth:  Permanent Address:  Phone No.:  Email: |

**Past Consultancy Assignment References**

*[Notes to consultant: Please select most relevant consultancy assignments you have recently completed to demonstrate your technical qualifications and experience.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period | Client | Project | Country | Your role (As lead consultant or as member of a team?) | Value of the  Contract |
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**III. Availability**

I shall be available for the services from *\_\_\_\_\_\_\_\_\_\_\_\_* to*\_\_\_\_\_\_\_\_\_\_\_\_.*

**IV. Eligibility Declaration**

I, the undersigned, certify to the best of my knowledge and belief:

I have read terms of reference (TOR) and Scope of Work (Appendix A), for this assignment.

I confirm that the project references submitted as part of this EOI accurately reflect the experience of myself.

I confirm that I have never been convicted of an integrity-related offense or crime related to theft, corruption and fraud.

I understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with IsDB’s Integrity and Anti-corruption Policy.

*Signature: Name of the Applicant*