Template for Application

Individual Consultant

*Name of Consultancy*

*Process ID #*

*Consultant’s Name*

**Template should be personized, however all information requested below must be included.**

**Reminder to review the Terms of Reference to ensure all relevant information is provided.**

**All required documents must be provided in one (1) pdf file when submitting in electronic format.**

**You may also deliver two (2) hardcopies at address indicated in notice.**

**Digital and/or hard copies must be signed by applicant.**

Table of Contents

To be completed

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:] – (Optional)*

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]*

**Name of Consultant**

Curriculum Vitae (CV)(Form)

*[The blue text provides guidance to the Consultant to prepare their CV and should be converted to black once completed]*

1. **General Data**

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

1. **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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **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 if years of general experience has been met.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** **Start - End** | **Employing organization and your title/position. Contact information for references** | **Country**  | **Summary of activities performed relevant to the Assignment** |
| *[e.g., May 2005-present]* | *[e.g., Ministry of ……, advisor/consultant to…**For references: Tel…………/e-mail……; Mr. Bbbbbb, deputy minister]* |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Other Experiences possessed (as stated in the TOR – ensure to attach any certifications)**
2. **Skills, Knowledge and Abilities possessed (as stated in TOR)**
* **XXXXXX**
* **XXXXXX**
1. **Language Proficiency**

|  |  |
| --- | --- |
| **Language** | **Level** **0 – 5 (excellent)** |
|  |  |
|  |  |

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

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

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 Signature Date

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

Appendices

1. Copy of degrees/certificates
2. List of at least two references with contact information
3. Proof of nationality: copy of documentation of nationality
4. Personal CV – that includes other information (if desired)