

Model letter for restricted invitation

Purpose: Restricted invitation for hiring a consultant to be responsible for the ex-post evaluation of the project, *[insert: project title]*.

Dear Sir/Madam,

The Agence Française de Développement has set up a new ex-post evaluation tool that will allow all AFD-funded projects and programmes to be systematically evaluated once they have been completed. This new initiative responds to AFD's concern not only to ensure objective information on the proper use of the public funds for which the agency is accountable, but also to its firm wish to gain more in-depth knowledge about the results of its operations, learn from its past interventions and foster greater dialogue with its partners.

These evaluations are managed and financed by AFD, entrusted to external consultants and shared with its partners, the contracting authorities for the projects concerned. The main purpose of these evaluations is to produce an independent and reasoned opinion on the financings granted by AFD.

In this context, AFD wishes to hire a consultant to conduct the ex-post evaluation of *[title of the project]*, which has received funding for a total value of *[indicate the amount]* in favour of *[specify the beneficiary]*.

The Terms of Reference for the present assignment are here enclosed. The assignment is to start not later than the *[insert the date]* and the total assignment will last an estimated *[specify the number of working days]*.

The consultants will comply with the principle of confidentiality.

The consultants interested will provide the following elements:

- a Technical Proposal including:

- a note of understanding of the terms of reference (2 pages) and a note presenting the methodology used (3 pages),
- the consultant's references and experience (10 pages maximum),
- the team's composition, the assignment of responsibilities to each of its members and the proposed CVs,
- the projected work plan, and an estimate of the required staff time in working days

- a Financial Proposal including the total budget and detailed prices (fees, subsistence allowances, travel...).

The proposals shall be submitted in two hard-copy originals, in two separate envelopes, one bearing the annotation “Technical Proposal”, the other bearing the annotation “Financial Proposal”. These two envelopes shall be placed in a single envelope bearing the following annotation: “*Title of the project to be evaluated*”. The consultant shall send two copies of the proposal to the *Agence Française de Développement*, [*insert full address and deadline date and time*]. The Technical Proposal is also to be submitted in electronic form to the following [*insert e-mail address*], within the same deadline.

We hope that these consulting services will meet with your interest.

Yours faithfully,

encl. Terms of Reference for the consulting services assignment