Cover Letter / Expression of Interest

Max 2 pages

Organization profile

|  |  |
| --- | --- |
| Name of the organization  | *(provide full name)* |
| Address |  |
| Phone number |  |
| Website |  |
| Primary contact details |  |
| Date of creation |  |
| Organization size |  |
| Main areas of activity |  |
| Main services provided |  |
| Countries of work/service experience  | *(list countries where organization has worked in the last ten years)* |

Relevant Experience

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Undertaken that Best Illustrates Capability to Handle the Tasks Described in the RFI** [*You may include up to five assignments in this section – if applicable attach a sample.*]

|  |  |
| --- | --- |
| Name of assignment or project: |  |
| Location: |  |
| Main project features:  |  |
| Activities performed:  |  |
| Year:  |  |
| Client:  |  |
| Positions held:  |  |
| Link: |  |
| Attachment (if applicable): |  |

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**Certification**

I certify that to the best of my knowledge and belief, this organization profile correctly describes my organization, its qualifications, its experience.

I understand that any wilful misstatement or misrepresentation herein may lead to my disqualification or removal from the selected team undertaking the assignment.

 Date:

*[Signature of staff member]* *Day/Month/Year*