

<b>Sample letters for informing selected consultant and unsuccessful consultants</b>
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**1) Selected consultant**

**Re:** Ex-post evaluation of the project *[project title]*.

Dear Sir/Madam,

Following examination of the bids submitted for the above-mentioned ex-post evaluation, we are pleased to inform you that your proposal has been accepted.

We enclose herewith a draft contract for the execution of this service in compliance with the terms and conditions defined in the Terms of Reference for the consultancy and in your technical and financial proposals.

If this proposal meets with your acceptance, we would be grateful if you would initial and sign the two copies of this contract, and return an original copy to us.

Yours faithfully,

**encl.** Draft contract in two original copies

## **2) Unsuccessful Consultant**

**Re.: Consultancy for the ex-post evaluation of the project *[specify project title]*.**

Dear Sir/Madam,

We wish to thank you for the interest you have shown in the above-mentioned consultancy services provision, and the time spent on compiling your proposal.

After examining the submitted bids, we regret to inform you that your proposal has not been selected.

We will keep you informed should a new opportunity corresponding to your field of expertise arise in the context of a future mission.

Yours sincerely,