Sample Request Format

The Director,
Compliance Review and Mediation Unit (CRMU)
African Development Bank Group
CCIA Building
01 BP 1387,
Abidjan 01 COTE D'IVOIRE

[Please include your contact information]

[Date]

Re: Request for Problem-Solving or Compliance Review for [Name of the project]

I/we…………………………………………………….lodge a complaint concerning the
………………………………………………………….project. The complaint is made on behalf of
……………………………………………………… (Disregard if not applicable).

The basis of the complaint is as follows:

1. [ A reference to the project(name, location and nature of the project), stating all the relevant facts including the harm suffered by or likely to be suffered by claimants]

2. [Description of how the parties are or are likely to be materially and adversely affected by the Bank Group's act or omission and what rights or interests of the parties were or are likely to be directly affected]

3. [If requesting for a compliance review, an explanation of how Bank Group policies or contractual documents were violated]

4. [An indication if there has been any previous communication between the affected parties and the Bank Group concerning the issue(s) raised by the claimants]

5. [For Requests relating to matters previously submitted to the CRMU, a statement specifying what new evidence or changed circumstances justify revisiting the issue]

6. If you believe it is necessary for CRMU to maintain your identity confidential, please so indicate, including the reason for this request.

7. [Any other facts to support the complaint]

__________________________________________

[Signature(s)]

Attachments:
1. Correspondences and notes of meetings (preferably by date) of Bank staff.
2. Any other written evidence supporting the Request.
3. Original signed proof of representational authority, where the Requestor is representing the affected people.