**Invitation for Expression of Interest (IEOI) – Individual Consultant**

**Invitation for Expression of Interest**

*Date …/…/2022*

**Hiring a Consultant to Support the Early Execution of the Procurement Plans of IsDB Projects in Uzbekistan**

1. The Islamic Development Bank (IsDB) is hiring individual consultant for supporting the Executing Agencies for three projects in undertaking key procurement activities. The Terms of Reference (TOR) of the Services are attached and can be obtained by emailing EOI Submission - BCC2022-060 Individual Procurement Consultant for Various UZB Projects [5f36c031.isdb.org@emea.teams.ms](mailto:5f36c031.isdb.org@emea.teams.ms) (cc: General - BCC2022-060 Individual Procurement Consultant for Various UZB Projects [f8cb320f.isdb.org@emea.teams.ms](mailto:f8cb320f.isdb.org@emea.teams.ms) ). IsDB will select and engage the Consultant in accordance with the IsDB Corporate Procurement Policy.

2. IsDB now invites Expression of Interest (EOI) and proposal from potential individual applicants for consideration by IsDB in selecting the consultant.

3. Applicants who wish to submit an EOI for proposal should complete the EOI Forms in Annex-II and Annex-III and submit it through email to the following authorized representatives of IsDB within 15 business days upon the publication of this IEOI:

Emre Eser

Operations Team Leader

Regional Hub of Almaty

Islamic Development Bank

Email: BCC2022-060 Individual Procurement Consultant for Various UZB Projects [5f36c031.isdb.org@emea.teams.ms](mailto:5f36c031.isdb.org@emea.teams.ms)

CC: General - BCC2022-060 Individual Procurement Consultant for Various UZB Projects [f8cb320f.isdb.org@emea.teams.ms](mailto:f8cb320f.isdb.org@emea.teams.ms)

**Encl.:**

**Annex-I:** Terms of Reference

**Annex-II:** EOI Form

**Annex-**III: Financial Proposal of the Consultant

**Annex-I: Terms of Reference for Procurement Consultant**

1. **Background**

The Islamic Development Bank ("IsDB") has approved three projects in Republic of Uzbekistan as follows:

**Project-1: Reconstruction and Rehabilitation of M-39 Road Project**

**Project-2: Development of Oncology Services Phase-2**

**Project-3: Enhancing Access to Quality Early Childhood Education Project**

The Bank is seeking the services of a procurement consultant to support the Executing Agencies of the projects in implementing the procurement plan of these projects. In line with this, a local part-time Procurement Consultant is planned to be hired to handle procurement activities to kick start project implementation. The consultant will be selected in accordance with the IsDB Corporate Procurement Policy

1. **Objective**

The main objective of this assignment is to support the Executing Agencies (Road Fund, Ministry of Preschool Education and Ministry of Health) for three recently approved/ effective projects to undertake key procurement activities to kick-start the projects.

1. **Scope**

The assignment will include the following activities to be undertaken for three ISDB Financed projects in Uzbekistan:

**Project-1: Reconstruction and Rehabilitation of M-39 Road Project**

1. Selection of Detailed Design Review and Supervision Consultant
2. Selection of Project Financial Audit
3. Selection of Pre-qualified Contractors for Civil Works

**Project-2: Development of Oncology Services Phase-2**

1. Selection of Project financial Audit
2. Finalization of WHO and IAEA contract
3. Project Supervision Service

**Project-3: Enhancing Access to Quality Early Childhood Education Project**

1. Selection of Project financial Audit
2. Selection of Technical Review and Monitoring Consultant
3. Finalizing of UNICEF contract for Enhancing the Systems and Capacity
4. Selection of PMU Staff
5. Finalizing RFQ for PMU IT equipment and Furniture

The detailed tasks to be undertaken under each activity are as follows:

**C.1 For selection of (i) Detailed Design Review and Supervision Consultant; (ii) Project Financial Audit (iii) Technical Review and Monitoring Consultant; and (iv) Project Supervision Service Consultant**

1. Preparation of standard Request for Expression of Interest (REoI);
2. Review, clarification, evaluation of Expressions of Interest;
3. Preparation of the shortlisting evaluation reports;
4. Preparation of standard RFPs;
5. Supporting EA in review and addressing IsDB’s comments and recommendations on the draft RFPs;
6. Supporting EA in review and clarification on the questions and comments raised by the shortlisting consulting companies on the issues RFPs;
7. Supporting EA to arrange openings of Technical Proposals and prepare minutes of openings;
8. Review and evaluation of the received Technical Proposals;
9. Preparation of the Technical Evaluation Reports;
10. Supporting EA in review and addressing IsDB’s comments and recommendations on the Technical Evaluation Reports;
11. Supporting EA to arrange public openings of the Financial Proposals and prepare minutes of openings;
12. Review and evaluation of the received Financial Proposals and preparation of the Combined Evaluation Reports;
13. Supporting EA in review and addressing IsDB’s comments and recommendations on the Combined Evaluation Reports;
14. Preparation of the draft Contracts and providing guidance to the EA in proceeding Contracts negotiations;
15. Supporting EA in review and addressing IsDB’s comments and recommendations on the draft negotiated Contracts;
16. Preparation of the Contracts award notifications;
17. Preparation of the awards publications.

**C.2 For selection of Contractors under the pre-qualification:**

1. Preparation of Pre-qualification Documents as per the IsDB standard procurement documents;
2. Preparation of standard invitation for pre-qualification;
3. Supporting EA in review and clarification on the questions and comments raised by the Applicants on the Pre-qualification Document;
4. Supporting EA in review, clarification, evaluation of application;
5. Preparation of the Pre-qualification Evaluation Report;

**C.3** **For finalization of UNICEF, IAEA and WHO Contracts:**

1. Preparation of standard contracts/ MOUs as per IsDB templates with TORs
2. Liaison between the agencies, IsDB and Executing Agencies to address comments
3. Supporting EA in addressing any comments raised by IsDB;
4. Supporting EA in review, clarification/ finalization of contracts/ MOU;

**C.4** **For Selection of PMU Staff:**

1. Preparation of Terms of Reference and Job Description of the staff
2. Preparing advertisement for job posting and follow up its publication by EA
3. Supporting EA in Evaluation of CVs and interview process
4. Preparing interview report and evaluation report
5. Supporting EA in addressing IsDB comments
6. Preparing draft contract and final contracts of PMU Staff

**C.5 RFQ for IT Equipment and Furniture**

1. Supporting EA in preparation of specifications for the items

2. Supporting EA in market research/analysis and updating estimated budget for the items with outdated estimation

3. Preparing Request for Quotation as per IsDB requirement

4. Supporting EA in review and preparation of the Evaluation of the received Price Quotations

5. Supporting ES in preparation of the draft Contract

6. Preparation of the awards publications

2.

1. **Deliverables**

This is a part time assignment, whereby the consultant should have direct and continuous communication channel with the Client either physically or distant communication channels.

Expected deliverables, schedule and payment conditions will be subject to revision during the negotiations, at the Contract signature.

The key milestones for various deliverables and percentage consultancy fee allocated to it are as follows:

**Project-1: Reconstruction and Rehabilitation of M-39 Road Project (35% of total consultancy fee)**

1. **Detailed Design Review and Supervision** **Assignment (15%):**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment (as %age of the assignment)** |
| --- | --- | --- | --- |
| 1 | Standard Request for Expressions of Interest (REoI) | By 30-Oct-2022 | 30% |
| 2 | Shortlisting evaluation report | By 30-Nov-2022 |
| 3 | Standard RFP | By 15-Jan-2023 |
| 4 | Technical evaluation report | By 30-Mar-2023 | 40% |
| 5 | Combined evaluation report | By 20-Jun-2023 |
| 6 | Draft Contract and Contract award notification | By 30-Jul-2023 | 25% |
| 7 | Award publications | By 10-Aug-2023 |
| 8 | Final report | By 20-Sep-2023 | 5% |

1. **Project Financial Audit Assignment (10%):**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | Standard Request for Expressions of Interest (REoI) | By 30-Nov-2022 | 30% |
| 2 | Shortlisting evaluation report | By 20-Dec-2022 |
| 3 | Standard RFP | By 10-Feb-2023 |
| 4 | Technical evaluation report | By 15-Apr-2023 | 40% |
| 5 | Combined evaluation report | By 15-May-2023 |
| 6 | Draft Contract and Contract award notification | By 15-Jun-2023 | 25% |
| 7 | Award publications | By 10-Jul-2023 |
| 8 | Final report | By 30-Aug-2022 | 5% |

1. **Pre-qualification (10%):**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | Standard Pre-qualification Document invitation for pre-qualification | By 20-Jan-2023 | 40% |
| 2 | Pre-qualification Evaluation Report | By 30-Apr-2023 | 50% |
| 3 | Final report | By 30-May-2023 | 10% |

**Project-2: Development of Oncology Services Phase-2 (30% of total consultancy fee)**

1. **Supervision Service Assignment (15%):**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment (as %age of the assignment)** |
| --- | --- | --- | --- |
| 1 | Standard Request for Expressions of Interest (REoI) | By 30-Oct-2022 | 30% |
| 2 | Shortlisting evaluation report | By 30-Nov-2022 |
| 3 | Standard RFP | By 15-Jan-2023 |
| 4 | Technical evaluation report | By 30-Mar-2023 | 40% |
| 5 | Combined evaluation report | By 20-Jun-2023 |
| 6 | Draft Contract and Contract award notification | By 30-Jul-2023 | 25% |
| 7 | Award publications | By 10-Aug-2023 |
| 8 | Final report | By 20-Sep-2023 | 5% |

1. **Selection of Project financial Audit (10%)**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | Standard Request for Expressions of Interest (REoI) | By 30-Oct-2022 | 30% |
| 2 | Shortlisting evaluation report | By 15 Nov--2022 |
| 3 | Standard RFP | By 30 Nov-2022 |
| 4 | Technical evaluation report | By 15-Jan-2023 | 40% |
| 5 | Combined evaluation report | By 15-Feb-2023 |
| 6 | Draft Contract and Contract award notification | By 10 March-2023 | 30% |
| 7 | Award publications | By 15-March-2023 |

1. **Finalization of WHO and IAEA contract (5%)**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | Draft MOU/ Contract with TORs | 30th Nov 2022 | 30% |
| 2 | Final MOU/ Contract | 30-Dec-2022 | 70% |

**Project-3: Enhancing Access to Quality Early Childhood Education Project (35% of total consultancy fee)**

1. **Selection of Project financial Audit (10%)**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | Standard Request for Expressions of Interest (REoI) | 28-Feb-2023 | 30% |
| 2 | Shortlisting evaluation report | 30-March-2023 |
| 3 | Standard RFP | 30- April-2023 |
| 4 | Technical evaluation report | 30-June-2023 | 40% |
| 5 | Combined evaluation report | 30-July-2023 |
| 6 | Draft Contract and Contract award notification | 15-August-2023 | 30% |
| 7 | Award publications | 30- August-2023 |

1. **Selection of Technical Review and Monitoring Consultant (10%)**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | Standard Request for Expression of Interest (REoI) | 28-Feb-2023 | 30% |
| 2 | Shortlisting evaluation report | 30-March-2023 |
| 3 | Standard RFP | 30- April-2023 |
| 4 | Technical evaluation report | 30-June-2023 | 40% |
| 5 | Combined evaluation report | 30-July-2023 |
| 6 | Draft Contract and Contract award notification | 15-August-2023 | 30% |
| 7 | Award publications | 30- August-2023 |

1. **Finalizing of UNICEF contract for Enhancing the Systems and Capacity (5%)**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | Draft MOU/ Contract with TORs | 30th May 2023 | 30% |
| 2 | Final MOU/ Contract | 30-July-2023 | 70% |

1. **Selection of PMU Staff (5%)**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | REoI/Announcements | 30th March 2023 | 30% |
| 2 | Evaluation Report | 30th June 2023 | 40% |
| 3 | Signed Contracts | 30th July 2023 | 30% |

1. **Finalizing RFQ for PMU IT equipment and Furniture (5%)**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | Draft RFQ with Specifications | 30th June 2023 | 30% |
| 2 | Final RFQ with Specifications | 30th July 2023 | 30% |
| 3 | Evaluation of Price Quotations | 30th August 2023 | 35% |
| 4 | Draft Contracts and Award Notice | 15th September 2023 | 5% |

1. **Schedule**

The assignment is expected to span until the end of 2023. The total estimated staff days of effort will be around 200 days. All deliverables will be approved by the client before being eligible for payment.

1. **Terms of Payment**

The contract will be lump sum basis and the Consultant will be entitled for payments, once the assignment outputs (deliverables) are provided as per the agreed schedule and upon receipt by the client.

1. **Consultant`s Qualifications**

The Consultant should have the following qualifications and skills:

* Degree in Engineering, Business Administration, Legal, Economics or any relevant fields;
* At least 5 years of professional experience in project design, management, implementation and monitoring;
* Professional experience in project procurement of MDBs (ADB, EBRD, IsDB, WB) financed projects is an asset;
* Excellent communication skills in English and Russian. Knowledge of Uzbek is added value.

Consultant will be selected based on their CVs and other supporting information provided as per the below scoring categories:

• General Qualification and experience of the consultant- 30 points

• Experience relevant to the Assignment (procurement related works with the agencies in Uzbekistan)- 50 points

• Prior Work/Consultancy Experience with the IsDB- 20 points

**Annex-II: Expression of Interest (EOI) by Applicant**

**Hiring a Consultant to Support the Early Execution of the Procurement Plans of IsDB Projects in Uzbekistan**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emre Eser

Operations Team Leader

Regional Hub of Almaty

Islamic Development Bank

Emails: General - BCC2022-060 Individual Procurement Consultant for Various UZB Projects [f8cb320f.isdb.org@emea.teams.ms](mailto:f8cb320f.isdb.org@emea.teams.ms)

I have read carefully your Invitation for Expression of Interest for the captioned assignment/project and find the Terms of References (TOR) and Scope of Work match my skill mix and experiences for providing the services required in the TOR. I would like to express my interest being considered for the Shortlist. I understand that IsDB does not have an obligation that I must be shortlisted.

I have attached to this EOI supporting documents highlighting the relevant expertise and Experience for your consideration. Some of the key information is highlighted below:

1. **Personal Profile** :

|  |
| --- |
| Nationality:  Date of Birth:  Permanent Address:  Phone No.:  Email: |

1. **Qualification of the Consultant:**

*Notes to consultant: Please indicate all relevant qualifications and professional accreditations that make you suitable for the assignment. Indicate relevant qualification, place from where the qualification was obtained, year etc]*

1. **Past Consultancy Assignment References**

*[Notes to consultant: Please select most relevant consultancy assignments you have recently completed to demonstrate your technical qualifications and experience. ]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period | Client | Project | Country | Your role (As lead consultant or as member of a team?) | Value of the  Contract |
|  |  |  |  | *Can elaboarate further below* |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Eligibility Declaration**

I, the undersigned, certify to the best of my knowledge and belief:

I have read terms of reference (TOR) and Scope of Work (Appendix A), for this assignment.

I confirm that the project references submitted as part of this EOI accurately reflect the experience of myself.

I confirm that I have never been convicted of an integrity-related offense or crime related to theft, corruption and fraud.

I understand that any misrepresentations that knowingly or recklessly mislead or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with IsDB’s Integrity and Anti-corruption Policy.

I shall be available for the assignment as per the requirements

1. **Attach CV of yourself**

Signature Name-Surname

**Annex-III: Financial Proposal (US$)**

|  |  |
| --- | --- |
| **Cost Element** | **US$…… (…. man-day X …. rate)** |
| **Others** | **US$…….** |
| **Total** | **US$.........** |