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

**Invitation for Expression of Interest**

*Date 16/03/2023*

**Hiring a Consultant to Prepare the Project Implementation Manual and Provide Support in Procurement under UZB1023 Sustainable Rural Development Project and UZB1038 Integrated Rural Development Project in the Republic of Uzbekistan.**

1. The Islamic Development Bank (IsDB) is hiring individual consultant for development of Project Implementation Manual and provision of support in procurement under UZB1023 Sustainable Rural Development Project and UZB1038 Integrated Rural Development Project in the Republic of Uzbekistan. The Terms of Reference (TOR) of the Services are attached and can be obtained from emailing [arkenzhegulov@isdb.org](mailto:arkenzhegulov@isdb.org) (cc: [akazangapov@isdb.org](mailto:akazangapov@isdb.org) and [dakbassov@isdb.org](mailto:dakbassov@isdb.org)). 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 with proposal should complete the EOI Form in Annex-II or obtain the template by writing to [arkenzhegulov@isdb.org](mailto:arkenzhegulov@isdb.org) (cc: [akazangapov@isdb.org](mailto:akazangapov@isdb.org) and [dakbassov@isdb.org](mailto:dakbassov@isdb.org)) and submit it to the IsDB by email to the following authorized representatives of IsDB by **10th of May 2023**:

Arman Kenzhegulov

Administrative Assistant

Regional Hub of Almaty

Islamic Development Bank

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Phone: +7 727 2727000

**Encl.:**

**Annex-I:** Terms of Reference

**Annex II –** Template for the Project Implementation Plan

**Annex-III:** EOI Form

**Annex-I: Terms of Reference for Consultant to Develop Project Implementation Manual and Provide support in Procurement under UZB1023 Sustainable Rural Development Project and UZB1038 Integrated Rural Development Project.**

1. **Background**

The Republic of Uzbekistan received one loan from the Islamic Development Bank (the “Bank”), OPEC Fund and Saudi Fund for Development (SFD) to finance the **Sustainable Rural Development Project** in the Republic of Karakalpakstan, Bukhara, Khorezm and Navoi regions (the “Project UZB1023”) in the amount of USD 338,0 million and one loan from the Islamic Development Bank to finance the **Integrated Rural Development Project** in Samarkand, Kashkadarya, and Surkhandarya regions (the “Project UZB1038”) in the amount of US$260,0 million.

The **Projects objective** is to raise the rural residents’ living standards by improving the access to quality basic infrastructure and services, including the provision of market infrastructure and capacity building, through participatory local governance process and community engagement.

The rural infrastructure will be developed through investment into climate resilient rural infrastructure with the application of modern, energy efficient and resource saving technologies. The institutional support will be provided in the forms of community outreach and their engagement, women and youth empowerment, local governance capacity building. While the capacity building for local communities will be related to the technical trainings on agriculture technologies and advanced practices, operations and maintenance of the rural infrastructure, etc.

**Project UZB1023** components are grouped into following components:

1. Access to Basic Infrastructure and Services;
2. Engineering Services & Strengthening Capacity in Infrastructure Management;
3. Project Management Support;
4. Financial Audit Service;
5. Contingency for Emergency Response.

**Project UZB1038** components are grouped into following components:

1. Access to Quality and Resilient Basic Infrastructure
2. Consultancy services for rural infrastructure development
3. Project Management Support
4. Financial Audit Services
5. Contingency Emergency Response Program (CERC)

The Ministry of Economy and Finance (MEF) is an Executing Agency (EA) for the Projects. The MEF will implement both Projects though its Department for Regional Development in close coordination with structural divisions in the regions and local governments (khokimiyats) on a regional level as well as district level. The UNDP is the implementing partner and assisting the EA in supporting communities and local authorities to work together in building capacity and sustainable management of infrastructure.

Now the Bank is seeking the services of a local part-time consultant to support the Executing Agency in developing Project Implementation Manual (PIM) for both projects and assisting in effective and efficient implementation project procurement plans. In line with this, a local Consultant is planned to be hired to develop PIM and handle part of the procurement activities to kick start project implementation. The consultant will be selected in accordance with the IsDB Corporate Procurement Policy, Rules and Procedures for Use of Consultants, Procurement of Goods, Works, Services and Real Estate.

1. **Objective of the assignment**

The main objective of this assignment is to develop PIMs for both projects (*in English language* *and translated to Russian language for the EA*), to undertake some procurement activities to kick-start the projects.

1. **Scope of assignment**

The scope of consulting services will include, but not limited to, the following:

***For Project UZB1023***

1. Develop Project Implementation Manual (PIM) for project based on the available documentation (Project Appraisal Document, Procurement Strategy, UNDP technical proposal and other documents) and consultation with the EA and the Bank and relevant project’s stakeholders (as needed). The template for PIM is attached in Annex.
2. Assist in completion of procurement of Detailed Design Development and Supervision Consultants.
3. Assist in procurement of Civil Works contracts.

***For Project UZB1038***

1. Develop Project Implementation Manual (PIM) for project based on the available documentation (Project Appraisal Document, Procurement Strategy, UNDP technical proposal and other documents) and consultation with the EA and the Bank and relevant project’s stakeholders (as needed). The template for PIM is attached in Annex.
2. Assist in procurement of financial audit consulting service.
3. Assist in procurement of Detailed Design Development and Supervision Consultants.

The detailed tasks and/or outputs to be undertaken under each activity are as follows:

***For Project UZB1023***

**C.1** **For Development of Project Implementation Manuals for project;**

1. Develop draft PIM based on the Project Appraisal Document and other related documents and consultations with the EA and the Bank, according to templates and standards used for PIM by the International Financial Institutions.
2. Review and addressing IsDB’s comments and recommendations on the draft PIM
3. Finalize PIM and obtain its endorsement from the EA and the Bank.
4. Assist and guide the EA on the PIM activities for the first 6 months after PIM endorsement.

**C.2 For procurement of (i) Detailed Design Development and Supervision Consultants;**

1. Prepare shortlisting Evaluation Report and address IsDB’s comments and recommendations on shortlisting Evaluation Report
2. Review and evaluation of the received Technical Proposals;
3. Prepare Technical Evaluation Report
4. Review and address IsDB’s comments and recommendations on Technical Evaluation Report
5. Review and evaluate received Financial Proposals and verify the price of each using the procedures in the RFP, and then prepare of the Combined Evaluation Report
6. Review and address IsDB’s comments and recommendations on the Combined Evaluation Report
7. Support in preparing contract negotiations agenda and provide his/her support during the contract negotiations;
8. Support in debriefing during the Standstill period (as applicable) and/or provide necessary support the EA in addressing procurement related complaints (if any)
9. Prepare the draft Contract and provide necessary technical advice and/or guidance for the EA in proceeding Contract negotiations;
10. Support the EA in reviewing and addressing IsDB’s comments and recommendations on the draft negotiated Contract;

**C.3 For procurement of Civil Works contracts;**

1. Prepare Specific Procurement Notices
2. Prepare draft Bidding Documents using Bank’s Standard Bidding Documents for Small Works and RFQ for Shopping (Works) as per approved Procurement Plan
3. Prepare evaluation reports
4. Finalize draft contracts

***For Project UZB1038***

**C.4 For Development of Project Implementation Manuals for project;**

1. Develop draft PIM based on the Project Appraisal Document and other related documents and consultations with the EA and the Bank, according to templates and standards used for PIM by the International Financial Institutions.
2. Review and addressing IsDB’s comments and recommendations on the draft PIM
3. Finalize PIM and obtain its endorsement from the EA and the Bank.
4. Assist and guide the EA on the PIM activities for the first 6 months after PIM endorsement.

**C5. For procurement of financial audit consulting service;**

1. Prepare shortlisting Evaluation Report and address IsDB’s comments and recommendations on shortlisting Evaluation Report
2. Review and evaluation of the received Technical Proposals;
3. Prepare Technical Evaluation Report
4. Review and address IsDB’s comments and recommendations on Technical Evaluation Report
5. Review and evaluate received Financial Proposals and verify the price of each using the procedures in the RFP, and then prepare of the Combined Evaluation Report
6. Review and address IsDB’s comments and recommendations on the Combined Evaluation Report
7. Support in preparing contract negotiations agenda and provide his/her support during the contract negotiations;
8. Support in debriefing during the Standstill period (as applicable) and/or provide necessary support the EA in addressing procurement related complaints (if any)
9. Prepare the draft Contract and provide necessary technical advice and/or guidance for the EA in proceeding Contract negotiations;
10. Support the EA in reviewing and addressing IsDB’s comments and recommendations on the draft negotiated Contract;

**C.6 For procurement of Detailed Design Development and Supervision Consultants**

1. Prepare shortlisting Evaluation Report and address IsDB’s comments and recommendations on shortlisting Evaluation Report
2. Review and evaluation of the received Technical Proposals;
3. Prepare Technical Evaluation Report
4. Review and address IsDB’s comments and recommendations on Technical Evaluation Report
5. Review and evaluate received Financial Proposals and verify the price of each using the procedures in the RFP, and then prepare of the Combined Evaluation Report
6. Review and address IsDB’s comments and recommendations on the Combined Evaluation Report
7. Support in preparing contract negotiations agenda and provide his/her support during the contract negotiations;
8. Support in debriefing during the Standstill period (as applicable) and/or provide necessary support the EA in addressing procurement related complaints (if any)
9. Prepare the draft Contract and provide necessary technical advice and/or guidance for the EA in proceeding Contract negotiations;
10. Support the EA in reviewing and addressing IsDB’s comments and recommendations on the draft negotiated Contract;

The Consultant shall provide necessary technical support to ensure that the Bank’s Procurement Policy and Procedures are strictly followed. Procurement under the aforesaid project will be carried out in accordance with Bank’s *Guidelines for the Procurement of Goods, Works and Related Services under IsDB Project Financing* (April 2019 edition), and *Guidelines for the Procurement of Consultants Services under IsDB Project Financing* (April 2019 edition) using the relevant IsDB Standard Procurement Documents.

**Expected 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:

***For Project UZB1023***

1. **For Development of Project Implementation Manual (50%):**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | Draft PIM | By 30-Mar-2023 | 25% |
| 2 | Final PIM | By 22-Apr-2023 | 25% |
| 3 | Assist and guide the EA on the PIM activities | 6 months after final PIM | 50% |

1. **Detailed Design Development and Supervision** **Consultants selection** **Assignment (25%):**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment (as %age of the assignment)** |
| --- | --- | --- | --- |
| 1 | Technical evaluation report | By 30-Apr-2023 | 80% |
| 2 | Combined evaluation report | By 30-May-2023 |
| 3 | Draft Contract and Contract award notification | By 15-Jun-2023 | 20% |
| 4 | Award publications | By 20-Jun-2023 |

1. **For selection of Contractors (National competitive Bidding, Post-qualification)(25%):**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | Preparation of Bidding Docs | 15-Jul-2023 | 50% |
| 2 | Evaluation of Bids | 20-Aug-2023 | 50% |

**\*Please note that the provided schedule is tentative a there will be deviations. However the payment to be provided based on completion of each assignment.**

***For Project UZB1038***

1. **For Development of Project Implementation Manual (50%):**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | Draft PIM | By 30-Apr-2023 | 25% |
| 2 | Final PIM | By 22-May-2023 | 25% |
| 3 | Assist and guide the EA on the PIM activities | 6 months after final PIM | 50% |

1. **Financial Audit Consulting Company selection** **Assignment (25%):**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment (as %age of the assignment)** |
| --- | --- | --- | --- |
| 1 | Technical evaluation report | By 30-May-2023 | 80% |
| 2 | Combined evaluation report | By 30-June-2023 |
| 3 | Draft Contract and Contract award notification | By 15-July-2023 | 20% |
| 4 | Award publications | By 20-July-2023 |

1. **Detailed Design Development and Supervision** **Consultants selection** **Assignment (25%):**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment (as %age of the assignment)** |
| --- | --- | --- | --- |
| 1 | Technical evaluation report | By 15-June-2023 | 80% |
| 2 | Combined evaluation report | By 15-July-2023 |
| 3 | Draft Contract and Contract award notification | By 30-July-2023 | 20% |
| 4 | Award publications | By 10-Aug-2023 |

**\*Please note that the provided schedule is tentative a there will be deviations. However the payment to be provided based on completion of each assignment.**

1. **Schedule**

The assignment is expected to commence immediately and to span until the end of 2023, taking into account that any slippages in the schedule might occur. The total estimated staff days of effort will be around 240 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 acceptance by the client.

1. **Consultant`s Minimum Qualifications**

The Consultant should have the following minimum qualifications and skills:

* Minimum 5 years professional experience of project procurement in infrastructure projects financed by Multilateral Development Banks or equivalent organizations.
* Sound knowledge and specialized command of major facets of Multilateral Development Banks procurement policies and practices, including notions of the new concepts under the IsDB Group’s New Procurement Framework.
* Minimum 5 years relevant professional experience of project and procurement life cycles with substantial content in the procurement area.
* Bachelor’s Degree or higher in Procurement, Law, Engineering, Finance, Business or Commerce, Economics or any relevant fields.
* Excellent writing and communication skills in English and Russian
* Certification in Professional Procurement (e.g., CIPS, CPSM etc.) preferred.

The consultant will be required to have regular consultations with the Bank and EA team whenever possible. The consultant will be expected to work within own office premises and shall cover own travel and communication expenses.

**Annex II – Template for the Project Implementation Plan**



**Project Implementation Manual**

[Project title]

Project Number: [OMS project code]

Project Approval: [date of project approval]

Executing Agency: [name of the EA]

Version of the document: [date]

ABBREVIATIONS

CONTENTS

1. PROJECT DESCRIPTION
2. Project Development Objectives 1
3. Project Brief Scope/Components 2
4. PROJECT MANAGEMENT ARRANGEMENTS
5. Project Implementation Organization: Roles and Responsibilities 3
6. Key Persons in Project Implementation 4
7. Project Organization Structure 5
8. Project Readiness Activities 6
9. Project Implementation Plan 7
10. FINANCIAL MANAGEMENT ARRANGEMENTS
11. Financing Plan 8
12. Disbursement Plan 9
13. Financial Management 10
14. Flow of Funds 11
15. Accounting 12
16. Auditing and Public Disclosure 13
17. PROCUREMENT AND CONSULTING SERVICES
18. Advance Contracting 14
19. Procurement Plan 15
20. Procurement of Goods, Works, and Consulting Services 16
21. Consultant’s Terms of Reference 17
22. GENDER AND SOCIAL DIMENSIONS 18
23. SAFEGUARDS
24. Environment 19
25. Involuntary Resettlement 20
26. Anticorruption 21
27. Accountability Mechanism 22
28. PERFORMANCE MONITORING, REPORTING, AND EVALUATION
29. Results-based Framework 23
30. Progress Report 24
31. Project Implementation Assessment and Support Report 25
32. Project Performance Rating 26

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

**[Hiring a Consultant to Prepare the Project Implementation Manual and Provide Support in Procurement under UZB1023 Sustainable Rural Development Project and UZB1038 Integrated Rural Development Project in the Republic of Uzbekistan.]**

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

**Arman Kenzhegulov**

Administrative Assistant

Regional Hub of Almaty

Islamic Development Bank

Email: arkenzhegulov@isdb.org / akazangapov@isdb.org and dakbassov@isdb.org

Phone: +7 727 2727000

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* |  |
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1. **Methodology and Work Program to Deliver the Assignment**

*[Notes to consultant: Please outline within a maximum of 2 pages on methodology you will adopt to deliver the assignment, including key steps, processes, and activities that you will undertake to achieve the consultancy assignment objectives. Also indicate any sub-consultants you will engage to support engineering aspects of the assignment and their specialization and experience. Also provide a timeline/ work program for delivery of assignment objectives in line with the TOR requirements, indicating breakdown of key activities with milestones.}*

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 the Lead consultant as well as any sub-consultants to be engaged**