

Invitation for Expression of Interest (IEOI) – Individual Consultant

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Date: 03rd March-2024

Preparation of Project Completion Report (PCR) of the Sustainable Village Project in Molumbo, (MOZ-0035/0036), Republic of Mozambique

1. The Islamic Development Bank (IsDB) has approved an administrative budget for financing consulting services (*the Services*) for the above project.
2. The Terms of Reference (TOR) for the Services are in **Appendix-A**. The Services will be provided by an individual international consultant (*the Consultant*) who may be a self-employed professional or an employee of a consulting firm.
3. IsDB will select and engage the Consultant in accordance with the IsDB Corporate Procurement Policy (CPP). The consultant for the assignment will be engaged based on a Fixed Budget Selection method.
4. IsDB now invites Expressions of Interest (EOI) from potential applicants for consideration by IsDB in selecting qualified candidates.
5. The Consultant should complete the EOI Form in **Appendix-B** and submit it along with his/her CV. To email: EOI Submission - BCC2024-008 Preparation of Project Completion Report _PCR_ for the Sustainable Village Project in Molumbo_ Mozambique _MOZ0035_0036_ 435f16e0.isdb.org@emea.teams.ms
6. The full set of documents should be submitted through email to the following authorized IsDB representative, not later than 25/03/2024 (08:00 PM GMT):
To Email: General - BCC2024-008 Preparation of Project Completion Report _PCR_ for the Sustainable Village Project in Molumbo_ Mozambique _MOZ0035_0036_ 623d114d.isdb.onmicrosoft.com@emea.teams.ms

Appendix A: Terms of Reference of the Assignment

Appendix B: EOI Form

Appendix C: IsDB Table of Contents of Project Completion Report (PCR)

Appendix-A: TERMS OF REFERENCE

Short Term Evaluation Consultancy Services for the Preparation of a Project Completion Report (PCR) of the Islamic Development Bank (IsDB) funded project

Project Background:

1. The Sustainable Villages Programme (SVP) is in line with Mozambique's Agenda 2025 arid Poverty Reduction Action Plan (2011-2014), by contributing to poverty alleviation in rural areas, especially in Zambezia province which has one of the highest poverty incidences in the country. It is also in line with the three main pillars of the Agenda and Action Plan, which are to Boost farm & fisheries output and productivity. Promote employment and develop human and social capital.
2. The program scope has multi-sector interventions that directly feed towards the achievement of the MDGs, including Agriculture, Education, Health, Rural Infrastrmcture, Water and Sanitation (WATSAN), and Business Development, The project has the following components: - Block Financing, Capacity Development and Project Management Support, The primary objective of the SVP is to reduce poverty in the project locality, namely, the Molumo Sede village cluster in the Milange District of Zambezia Province, with the help of low-cost, sustainable and community-led interventions that are tailored to the commimities' specific needs.
3. The project benefited approximately 65,000 inhabitants in the selected communities of Milange District in Zambezia Province. Special focus will be the poorer segments of selected village cluster in the district at the same time paying a particular attention to the socio-economic improvement with the female segment of the community.
4. IsDB financing was earmarked to finance all the components, with a total cost of US\$ 20.50 Million.
5. The project Executing Agency (EA) was The Ministry of Science and Technology.
6. As the project was completed, the IsDB is required to conduct an ex-post evaluation of the project to capture overall achievements as compared to its intended outputs and outcomes. In addition, the PCR should identify the lessons learned from the project implementation.

I. Description of the Assignment

a. Objectives

7. The Economic and Social Infrastructure Department (ESID) within IsDB, is seeking a consultant to assist in preparing a PCR for the Sustainable Village Project (MOZ-0035/0036), Republic of Mozambique. The services shall be performed within a

period of 3 months starting from first week of April 2024, or any other period as may be subsequently agreed by both parties in writing.

b. Expected Outputs of the Consultant

8. The Consultant will prepare the PCR according to IsDB standards, guidelines, and procedures. The Consultant's report on the assignment should be based on the IsDB standard template of PCR, which is attached in Appendix-C.
9. A knowledge product will be prepared (5-pages) based on specific lessons learned, and Power-Point presentation.

c. Scope of the assignment

The scope of the assignment is as follows:

- Evaluate the processing and design of the project, both by IsDB and the Beneficiary Country (and, as applicable, co-financiers and other project partners);
- Assess the performance of the relevant Executing Agency (EA) (and Beneficiary Country) in managing and implementing the project, in complying with IsDB's guidelines, policies, practices, procedures, and loan covenants, and evaluate project costs, disbursements, and institutional improvements;
- Assess the performance of consultants, contractors, and suppliers with respect to services, construction, supply, delivery, and installation;
- Review problems encountered during implementation and the effectiveness of measures to resolve them, by the EA, the Beneficiary Country (as applicable) and IsDB;
- Assess whether the EA, the Beneficiary Country and IsDB monitored progress effectively in comparison with quantifiable and monitoring targets;
- Re-evaluate the financial and economic performance of the project at its initial stage of operation and compare with the qualified indicators in the project log-frame and in project progress reports and, as applicable, the PIASR;
- Assess the project's transition to operations, and identify any remedial measures needed;
- Assess future operation and maintenance schedules to ensure sustainability of the project;

- Recommend any other steps that the Beneficiary Country and EA need to take to ensure the project's sustainable operation;
- Assess the performance of the monitoring and evaluation system established for the project and reexamine the indicators selected for monitoring operations and assessing development impact;
- Assess whether the procurement and disbursement plans have been carried out as originally framed and the reasons for any difference between planned and actual project achievements;
 - i. Assess, if applicable, the extent and effectiveness of implementation of project safeguard measures (e.g. environmental, social); and
 - ii. Assess whether the immediate development objective has been met and the likelihood of attaining long-term development impacts in terms of the planned and final project log-frame targets.

10. The project assessment should take into account the following four dimensions of Relevance, Efficiency, Effectiveness and Sustainability, by answering the following questions:

i). Relevance – Assess the relevance of each project to the Government and IsDB

- Was the project relevant to the identified needs and country's strategy?
- Was the project relevant to the IsDB strategic priorities?
- Were the inputs and strategies identified, and were they realistic, appropriate and adequate to achieve the results?

ii). Effectiveness- Describe the management processes and their appropriateness in supporting delivery

- Was the project effective in delivering expected results (time and budget)?
- Was the project implemented according to the schedule?
- How does the actual project implementation schedule compare with the initial schedule?
- What are the reasons for any deviations from the original schedule?
- What are the financial results of the project: the total cost, financing plan, and disbursements against the estimates made during the appraisal?
- How effective were the strategies and tools used in the implementation of the project?
- How effectively did the project respond to the need of the beneficiaries?

iii). Efficiency – of Project Implementation

- Do the deliveries of the project justify the costs incurred?

- Were the resources made available efficiently utilized?
- Did project activities overlap with and duplicate other similar interventions?
- Are there more efficient ways and means of delivering more and better results (outputs and outcomes) with the available resources?
- Could a different approach have produced better results?

iv). Sustainability- assess economic, environmental, and social sustainability.

- Does the project cause natural resources depletion in the long run?
- Were the local communities and stakeholders consulted during the project implementation?
- To what extent will the project revenues cover its O&M costs?
- Does the EA possess the technical capacity for the project operation?
- Did the project address the training needs for operation and maintenance?
- What is the likelihood of continuation and sustainability of the project outcomes and benefits after their completion?
- What are the key factors that will require attention to improve prospects of sustainability of project outcomes and the potential for replication of the approach?

v). Lessons learned- what are the lessons learned: The recommendations should provide comprehensive proposals for future interventions by answering inter alia the following questions:

- What are the main lessons that have emerged?
- What are the recommendations for similar future interventions?
- What are the problems and obstacles encountered during the implementation of the project?
- How did the project financial management processes and procedures affect implementation?
- What are the strengths, weaknesses, opportunities and threats of the project implementation process?
- What are the future intervention strategies and issues?

d. Detailed tasks of the assignment

11. The tasks of the Consultant are as follows:

- a. Coordinate the communication to and interface with EA, and other key stakeholders.
- b. Prepare a questionnaire for the stakeholders' interviews of the project.
- c. Initiate the required meetings, interviews, and visits to the project area for close communication with key stakeholders.
- d. Undertake a field visit: following the clearance of EA and IsDB, the Consultant proceeds with the field visit: (i) visit the site as per the scope of the project and

- expected outputs; (ii) hold thorough on-the-ground discussions with the stakeholders including the EA, Project Management Consultant, and end-beneficiaries; (iii) collect all necessary information concerning project implementation, outputs and outcomes; and (iv) collect photographs & videos of the project outputs and beneficiaries upon consent of the concerned parties.
- e. If necessary, the IsDB team may join the field visits and the consultant should provide/contribute all the required support to facilitate the discussions with all the stakeholders.
 - f. The draft PCR is prepared after the field visit of the Consultant and should point out and explain the eventual variations in terms of cost, implementation schedule, financing plan and stakeholders' performance. It should include among other things: (i) evaluation of the performance of the executing agency, the Bank, the contractors, and the consultants based on available information; and (ii) lessons learnt along with the Consultant's recommendation to the Bank and the Country concerning project implementation and sector interventions.
 - g. The draft PCR should draw attention to the variations from the position envisaged at the time of the appraisal and assess the results delivered by the project against the project outputs and outcomes detailed in the Results-Based Logical Framework (Annex 1).
 - h. The final draft PCR should be submitted to IsDB, and revised based on the field visits, feedback from IsDB.
 - i. Prepare a knowledge product of 5 pages on specific lessons learned and relevant annexes, such as graphs, photos, videos and maps.
 - j. Prepare a short presentation highlighting key issues and lessons learned from the site visit (i.e. slide highlighting key issues and lessons learnt from the project summarizing the main findings of the exercise).

e. Deliverables:

12. The Consultant will produce the following major outputs:

- 1) An Inception Report detailing methodology and work plan.
- 2) Supporting documents including:
 - Semi-structured interviews questionnaires
 - List of interviewees
 - Brief note summarizing the interviews
- 3) The first draft PCR as per the IsDB PCR standard format.
- 4) The Final PCR based on the feedback of the IsDB.
- 5) A knowledge product of 5 pages on specific lessons learned.
- 6) PowerPoint Presentation as a part of the knowledge product
- 7) High resolution photos for the project.

f. Time Frame of the Assignments:

- a) The assignment shall be for 3 months, with a total duration of 22 working days, including 7 days for field visits.

- b) The Agriculture, Water Resources and Rural Development Division Team from ESID will supervise the Consultant. The Team will provide overarching supervision to the process and will provide feedback and guidance to achieve the goal and specific objectives of the consultancy.
- c) All deliverables are expected to be finalized through rigorous consultative meetings and in-depth discussions with the EA, the PIU and other key stakeholders, at the national and provincial levels.

g. Qualification and Requirements:

13. The Consultant should have the following minimum qualifications and skills:

- a. MSc degree in, or relevant field in the Agriculture and Rural Development sector or another related field in Economics, Environmental Engineering, Food Security, Water etc.;
- b. Work experience in handling similar consultancy assignments in preparing at least 2 PCRs, in the context of developmental projects financed by Multilateral Development Banks;
- c. Language skills: fluency in written and spoken English;
- d. Knowledge of analytical and statistical tools.

h. Evaluation Criteria:

14. The consultant will be selected according to the Fixed Budget Method of selection. As such, the contract will be awarded to the highest-ranked technical proposal within the available budget. Financial proposals exceeding the budgetary limit shall not be considered. The following criteria will be used for evaluation of technical proposals (detailed criteria in Annex-2):

- General Qualifications	20 points
- Adequacy for the Assignment	60 points
- Experience in the Sector	20 points
- Total	100 points

i. Budget and Payment Schedule

15. The total estimated budget for this assignment is **US\$ 11,500** and the financial proposal shall not exceed this amount. Payments are linked to deliverables as defined below:

- a. First payment in the amount of 20% of the Contract Price upon receipt by the Bank, of the Inception Report detailing methodology and work plan;
- b. Second progress payment in the amount of 30% of the Contract Price upon receipt and written acceptance of the first draft PCR by the Bank;
- c. Third progress payment in the amount of 30% of the Contract Price upon receipt and written acceptance of the final PCR by the Bank, and
- d. Final payment in the amount of 20% of the Contract Price upon receipt and written acceptance of the Final Report and the knowledge product by the Bank.

16. The remuneration perceived by the Consultant includes all his/her costs and profits as well as any tax obligations that may be imposed on the Consultants.

j. **Contract Administration:**

- **Client's Input:** the ESID team will provide access to all required documents (i.e. Bank's standard template for Project Completion Report (PCR), Project Appraisal Document, PAD-RRP, Detailed Technical Documents, Project Progress Reports, Relevant Official Communications on the project, etc.). IsDB will also facilitate the assignment remotely by introducing the consultant to the EA, and providing any official support, which may be required.
- **Logistics:** The Consultant will coordinate with the EA to make necessary arrangements for the logistics of the field visit. The visit's related expenses shall be borne by the Consultant.
- **Confidentiality:** The Consultant shall not, during the term of this Contract and within 3 years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the IsDB's business or operations without the prior written consent of the IsDB;
- **Ownership of Material:** Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the IsDB under this Contract shall belong to and remain the property of the IsDB.

Annex-1. Results-Based Logical Framework

ANNEX-5

Result-Based Logical Framework Matrix

Narrative Summary	Performance Indicators	Means of Verification	Risks and Assumptions
Impact			
The Goal of the project is to contribute to reducing poverty in the rural areas in Cameroon	<p>By 2025</p> <p>1.1 Increase in household income in the project areas by 15% (375,000) after project completion by 2025.</p> <p>1.2 Number of poor households at the rural areas surrounding the project sites reduced by 10% by 2025</p> <p>1.3 Number of direct/indirect jobs created (15000 jobs) by 2016</p>	<ul style="list-style-type: none"> - National statistics - Evaluation reports - Project Completion Report - Agriculture Statistics 	<ul style="list-style-type: none"> - Economic and political stability - Mobilisation of all the actors around the objectives of the Project - Government policies in the agriculture sector are sustained.
Outcomes			
Increase the incomes of small rural farmers in the North-West Region by increasing agricultural output and improving their socio-economic environment.	<p>By 2022:</p> <p>1.1 Increase main crop production as follows:</p> <p>1.1.1 Rice from 100,000 to 185,000 tons (CSI)</p> <p>1.1.2 Cassava from 90,000 to 120,000 tons (CSI)</p> <p>1.1.3 Maize from 190,000 to 210,000 tons</p> <p>1.1.4 Palm oil from 5,000 to 22,000 tons</p> <p>1.2 Increase main crop productivity as follows:</p> <p>1.2.1 Rice 1- 2 to 6 tons/ha (CSI)</p> <p>1.2.2 Cassava 2- 8 to 20 tons/ha</p> <p>1.2.3 Maize 1.5 to 4 tons/ha</p> <p>1.2.4- Palm oil 5 to 20tons/ha</p> <p>2.1 Increase tons of processed rice from below 5% (5 tons) in 2016 to at least 60% (110 tons) 2022(CSI)</p> <p>2.2 - Cassava starch (0 - 1,000 tons)</p> <p>2.2.3 - Kernel cake (0 - 600 tons)</p> <p>3.1 One million rural populations have year-long access to rural facilities such as portable water, schools and health centers by project completion in 2022.)</p>	<ul style="list-style-type: none"> - Activity Reports - M&E Reports - Surveys and statistics - Annual, mid-term, project completion and post project evaluation reports - Consultants reports - IDB Follow-up mission reports 	<ul style="list-style-type: none"> - Collaboration and action synergy between GP-DERUDEP & other projects and programmes - Pursuit by public authorities of macroeconomic reform programmes on-going - Target population committed to the implementation are making full use of improved opportunities. - Adequate maintenance and sustainability measures in place.
Outputs			
1. Swamp and Upland Rice field in Mbaw/Mbonso and Gayama developed and operational Processing Plants for Rice and oil palm in the two production Basins and small process equipment in other communities constructed and operational	<p>By 2020:</p> <p>1.1 3,200 ha of land developed</p> <p>1.2 230 km of farm access roads constructed /rehabilitated in the basins</p> <p>2. Number of value chain infrastructures/equipment provided:</p> <p>2.1 (8) cassava graters</p> <p>2.2 (10) Cassava drying/frying/chopping units</p> <p>2.3 (10) Cocoa dryers</p> <p>2.4 (2) Rice hauling mills</p> <p>2.5 (2) Palm oil mills</p>	<ul style="list-style-type: none"> - Quarterly and annual progress reports prepared by consultants and PMUs - IDB Supervision mission reports (PIASRs) - Reports form M&E specialist - Project Completion Reports - Mid-term review reports - Auditor reports 	<ul style="list-style-type: none"> - Reasonable recruitment time of supervision consultant - Committed and motivated local population with farmers willing to participate in the project - Favourable climatic conditions - Sufficient and timely disbursement of funds (IDB, GOC);

	2.6 (5) warehouses 2.7 (20) market sheds 3.1 3,360 producers trained 3.2 400 APO/Cooperatives organised Extension services capacity 3.3 1500 Infrastructure management committee members trained Developed and 3.4 105 technicians trained Organizational Structure 3.5 240 extension staff supervisors trained Enhanced. 3.6 420 gender group leaders trained on IGAs 3.7 850 number community members trained on WASH 4. Number of different types of socio-economic rural infrastructure constructed/rehabilitated including: 4.1 34 water supply systems constructed in the respective sub-divisions (CSI), 4.2 50 water points in schools/health centers/commercial centers constructed (CSI) 4.3 15 school blocks constructed/equipped (CSI), 4.4 20 health centers equipped with installed solar energy, 4.5 10 community action centers constructed, (CSI) 4.6 34 hygiene and sanitation facilities constructed (CSI).		<ul style="list-style-type: none">- Training programs are effective in conveying the desired skills and knowledge content.
<u>Activities</u>			

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<u>Financial Plan</u>			<ul style="list-style-type: none">- Necessary and adequate commitment from the Govt. on counterpart funds- Active participation of beneficiaries- Coordination of all stakeholders- Efficient and capable PMU and consultants- Dedicated and capable trainers- Procurement procedures are effective and follow guidelines.	<ul style="list-style-type: none">- Project Monitoring Reports- Procurement Reports/ Contracts documents- Disbursement requests- Project Implementation reports
1. PMU set-up				
2. Setting up				
3. Procurement activities (works, machinery and services)				
4. Establishing a monitoring and evaluation system				
5. Set-up the financial management and accounting system				
6. Training and capacity building programs implemented				
7. Undertakes civil works and provision of farm machinery and agricultural inputs.				
8. Familiarization and review visits.				
9. Financing auditing				

Annex 2. Detailed Evaluation Criteria

#	Criteria	Maximum score
1.0	General Qualifications	20
1.1	<i>Academic Background</i>	<i>10</i>
1.2	<i>Language skills</i>	<i>10</i>
2.0	Adequacy for the Assignment	60
2.1	<i>General Experience</i>	<i>20</i>
2.2	<i>Experience with similar assignments</i>	<i>40</i>
3.0	Experience in the Sector	20
3.1	<i>Sector and relevant sub-sectors</i>	<i>10</i>
3.2	<i>Multilateral /International Organizations</i>	<i>10</i>
	Total Score:	100

Appendix B

Expression of Interest (EOI) by Applicant

Preparation of Project Completion Report (PCR) for the Sustainable Village Project (MOZ-0035/0036), Republic of Mozambique

Date: _____

Dear Mr.

I have read your Invitation carefully for Expression of Interest (IEOI) 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 in being considered for the assignment. I understand that IsDB does not have an obligation that I must be selected.

I have attached to this EOI my Curriculum Vitae (CV) for your consideration. Some of the key information is highlighted below:

I. Personal Profile

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

II. 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

III. Availability

I shall be available for the services from _____ to_____.

IV. 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 ever 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.

{day/month/year}

Name of the Applicant

Signature

Date

Financial Proposal Format

No.	Item	Unit	Qty	Unit Cost (US\$)	Total (US\$)
1	Professional fees including report preparation (unit rate) per day ¹	Days	15	500	7500.00
2	Field visit expenses including travels (for all activities and inputs stipulated in the TOR including miscellaneous travel expenses, report preparation, production, and transmission, local transportation, communications, etc.)	Days	7		
3	Expenses for International Travel (If required)	Lump-sum			
	Total:		22		11,500

{day/month/year}

Name of the Applicant

Signature

Date

¹ Includes any overhead costs while working at place of residence.

Curriculum Vitae (CV)

Position Title and No.: *{Individual Consultant for Preparation PCR}*

Name of Expert: *{Insert full name}*

Date of Birth: *{day/month/year}*

Country of Citizenship/Residence:

Contact information:

—

Education:

{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record:

{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Please mark if the assignment is considered relevant to the assignment.}

Period	Employing organization and title/position. Contact information for references	Country	Summary of activities (Comment if relevant to the Assignment)

Membership in Professional Associations and Publications: ____

Skills (language, technical, computer, others): ____

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification and/or sanctions by the Bank.

		{day/month/year}
Name of Expert	Signature	Date
		Yes / No
(i) I am employed by the concerned Agency / (ies) related to this consultancy assignment		<input type="checkbox"/>
(ii) I was involved with the preparation of the terms of reference for this consultancy assignment		<input type="checkbox"/>
(iii) I am not currently debarred by a multilateral development bank or other similar institutions (If yes, identify who)		<input type="checkbox"/>

Appendix-C

IsDB Table of Contents of Project Completion Report (PCR)

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(Note: Full version of IsDB Standard Template of Project Completion Report (PCR) will be provided to the Consultant upon the signing of the Contract)