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

**Invitation for Expression of Interest**

*Date 27/03/2024*

**Hiring a Consultant to Support Project Preparation and Appraisal for “Line of Financing for Mechanization of Agriculture sector in Kyrgyz Republic” Project.**

1. The Islamic Development Bank (IsDB) is hiring individual consultant for conducting needs assessment, project preparation and appraisal of the “Line of Financing for Mechanization of Agriculture sector in Kyrgyz Republic” Project.

The Terms of Reference (TOR) of the Services are attached and can be obtained by emailing [arkenzhegulov@isdb.org](mailto:arkenzhegulov@isdb.org) (cc: [akazangapov@isdb.org](mailto:akazangapov@isdb.org)). IsDB will select and engage the Consultant in accordance with the IsDB Corporate Procurement Policy.

2. IsDB now invites Expressions of Interest (EOI) and proposals 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 submit it through email to the following authorized representatives of IsDB by **April 10, 2024:**

Arman Kenzhegulov

Administrative Assistant

Regional Hub of Almaty

Islamic Development Bank

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**Encl.:**

**Annex-I:** Terms of Reference

**Annex-II:** EOI Form

**Annex-I**

**Terms of Reference For Individual Consulting services for Supporting the Project Team in Preparation/Appraisal of Mechanization of Agriculture sector Project in Kyrgyz Republic.**

**Background:**

1. The Government of the Kyrgyz Republic (GOKR) has requested financing from the Islamic Development Bank (IsDB) for the "Line of Financing for Agriculture Mechanization Project" (the Project) to address critical challenges in the country's agricultural sector. Outdated machinery, limited water management capabilities, and financial constraints hinder productivity and competitiveness. Farmers urgently need cost-effective modernization solutions, including advanced agriculture equipment and upgraded processing machinery.
2. IsDB's support is essential to tackle these structural issues and empower smallholder farmers by providing accessible funds for equipment renewal. The project aims to enhance agricultural efficiency, sustainability, and competitiveness, ultimately improving rural livelihoods.
3. The project's objective is to empower rural livelihoods in the Kyrgyz Republic through sustainable agricultural mechanization. Long-term funds will be provided to commercial bank, which will extend Shariah-compliant sub-loans to eligible borrowers, primarily smallholder farmers, for purchasing necessary machinery and equipment.
4. The Ministry of Water Resources, Agriculture, and Processing Industry of the Kyrgyz Republic will oversee project execution, with the state-owned "Ayil Bank" serving as the implementing agency.
5. IsDB aims to finalize project financing by September 2024, pending approval from its Board of Executive Directors. Meeting Bank Quality at Entry requirements necessitates a comprehensive project design document.

**Objectives of the Consultancy Assignment:**

1. The overall objective of this assignment is to ultimately prepare a comprehensive project design document as per IsDB needs and requirements (template as reference attached in Annex) to enable the bank to process and appraise the project. The consultant is expected to work with the IsDB project team in preparation of Project Preparation Review Report (PPRR) and Project Appraisal Document (PAD)- the design documents[[1]](#footnote-1).

We are seeking an agricultural economist to assess the current state of agricultural mechanization on the ground through review and analysis of available information, obtaining additional information from the stakeholders through interviews and interpreting the analyzed information in the project design documents. This assessment will identify needs, gaps, and how the Executing Agency plans to address these challenges through this particular project (taking into account scope and financial resources to be allocated).

The specific tasks will include:

* Analyzing the current status of agricultural mechanization in the Country.
* Identifying the needs and gaps in agricultural equipment and technology.
* Evaluating the Governments/Executing Agency's plans to address these needs and gaps through this project and future interventions.
* Define alignment with National/Sector strategies and Plans
* Defining the target clientele for the project (i.e., which farmers will benefit, region, what will the demand and etc.).
* Specifying the types of equipment planned for distribution and their availability in the Country, suppliers, their services and maintenance.
* Conducting a comprehensive economic and financial assessment to ensure the project's feasibility.
* Sustainability of the project and any risks associated with past lessons learned.

1. **Scope of the Assignment:**

The scope of the assignment includes:

* Collection of relevant data for project preparation and appraisal
* Stakeholder consultation and meetings
* Preparation of the project design report (PPRR and PAD)
* Participating with IsDB team in preparation and appraisal missions (and other meetings virtually and physically) during/after the production of design report.
* conducting physical missions to the project sites, if needed.
* Filling in the specific questionnaires of the Bank needed for project preparation/appraisal.

1. **Detailed Core Tasks and Activities:**
2. Consultant will prepare a comprehensive project document that will include the following sections:
3. **Sector Analysis and Context**
4. Sector/sub-sector[[2]](#footnote-2) analysis including policy, strategy and institutional aspects, key issues and challenges, relevance of the project to the sector development plans/ sector strategy, general and socio-economic related data of the project areas and project locations and statuses of mechanization.
5. Information about the Executing/Implementing Agencies of the project.
6. Information on the sub-sector and an assessment of the financial and technical capacity of the Executing Agency
7. Alignment of the project with the sub-sector strategy/plan
8. Challenges of the sector/sub-sector and addressed by the project
9. Government development plans and information on key ongoing programs in the sub-sector.
10. Interventions by other Development Partners helping to improve this sub-sector in the country.
11. **Project Objectives and Components**
12. Help articulating project development objective and results, including development goal, outcomes, and outputs.
13. Development of project results tree and Result based logical framework with indicators and targets (SMART indicators).
14. Expectable impact to Sustainable Development Goals, and benefits.
15. Update/ Review the project document to outline the clear project scope in terms of key project components, key technical details of various components, and financial aspects.
16. Support the IsDB in terms of determining/scooping out capacity development activities if needed?
17. Identify project beneficiaries and targeting criteria, including mainstreaming of women and youth employment.
18. Undertake stakeholder consultations and prepare stakeholder management matrix.
19. State the location of the project site (s), region/ provinces, situation in the regions regarding mechanization, mechanization needs and expected demand.
20. Identify project design alternatives and reasons for rejection.
21. Help identify lessons learnt from other similar projects and incorporate them in project design.
22. **Project Justification**
23. Technical - Prepare, review and analyze technical feasibility of the project from all perspectives including institutional capacity, technical soundness, technical sustainability, and technological assessment, and local capacity.
24. Financial/Economic– Prepare/Validate the financial and **economic analysis** including the FIRR and EIRR as well as scenario analysis.
25. **Project Cost and Financing Plan**
26. Prepare, review and validate project costs based on market analysis, analysis of local suppliers of agriculture equipment, services offered by them. If required, update/revise the figures as per the needs and requirements. Prepare a detailed financing plan.
27. Conduct consultations with “Ayil Bank” and define their plans in terms of the project and its implementation (related line of financing, financing structure, mark up rate, targeted clients, past lessons learned and etc.) and reflect this in the design report.
28. **Project Risks**
29. Identify potential risks associated with the project, the degree/level of the identified risks, and the proposed mitigation measures, including not limited to:-
    1. Technical risk.
    2. Commercial risk.
    3. Operational risk.
    4. Stakeholder risks
    5. Country risks
    6. Economic risks
    7. Environmental Risks
    8. Social risks
30. Highlight the identified high impact risks during implementation of the project for overall project risks mitigation.
31. **Sustainability**
32. Outline key measures for sustainability of the project and its results in the medium to long term, including technical/operational sustainability, economic/financial sustainability, and institutional/social and environmental sustainability of the project.
33. Obtain preliminary information on Environment & Social Assessment with Negative Impact.
34. Summarise the effectiveness of the measures by the stakeholders to ensure sustainability.
35. **Implementation Arrangements**
36. Validate/ develop a detailed institutional mechanism for project implementation, indicating role of each agency involved and structure of Project Management
37. Undertake thorough capacity assessment of the Executing/Implementing agency in terms of technical capacity, operations capacity, financial management capacity etc. to implement the project successfully and suggest capacity building measures in project design and implementation arrangements as necessary.
38. Review the readiness of the project for implementation, including readiness of the Executing/Implementing Agency in terms of preparation/ capacity for managing the project, status on the ground, in the regions, climate and social actions, identification of the need for any capacity building to effectively implement the project.
39. Implementation arrangements in terms of project management and relationship between various stakeholders and agencies.
40. Detailed project implementation schedule (Gantt chart) for each component.
41. Include assessment of any financial institutions participating in the project (if relevant) and their roles in implementation (Like UN Agencies).
42. Role of other stakeholders in implementation and their engagement methodology.
43. **Fiduciary Due Diligence**
44. A brief on the financial management and audit arrangement of the project. Basically, this can be obtained through consultation with Ayil Bank.
45. Brief on Disbursement arrangement of the project.
46. **Project Thematic Orientation**
47. Provide a discussion/brief of the project`s orientation towards the Bank’s thematic areas, including undertaking preliminary climate, environment and social and gender assessment of the proposed project interventions.
48. Identify project potential contribution to climate adaptation, mitigation, and resilience; Project Climate co-benefits; Project linkage to climate relevant SDG goals.
49. Provide a brief on the analysis on women and youth empowerment, fragility and employment generation (where applicable) and how that is integrated in the project design.
50. Undertaking preliminary fragility/post conflict, and disaster risk management analysis.
51. Propose indicative mitigation-management framework for each of the key risks determined.

**Expected Outputs and Deliverables with Milestones:**

1. This is a both home and field based consultancy assignment, whereby the consultant is required to visit the project sites (if needed, the mechanization stations, suppliers of the equipment) to inspect the current situation and/or conditions. The consultant will also be required to undertake consultation with the EA/ Implementing Agencies, associations and other project stakeholders, including project beneficiaries. IsDB will facilitate the meeting of the consultants with the various government agencies and stakeholders.
2. Consultant will coordinate with IsDB Project Team throughout this assignment. Coordination will take place through at least weekly meeting to debrief on progress and key findings of the consultant. IsDB will provide any internal documents, including any evaluation reports, to facilitate consultants work. The consultant will provide written update on progress of work on weekly basis through email.
3. The total duration of the assignment is expected to be 4 months, with intermittent engagement of consultant. This includes 1 month for production of report by the consultant and 3 months for IsDB processing of the project. It may be noted that this does not reflect the man-days for the assignment, which are estimated at 60 man-days. However, the consultant is expected to manage his own time and resources for successful delivery of the outputs within the deadlines. Expected start of services (notification of award) is beginning of May 2024. The assignment will be considered complete when the final report including feedback from the IsDB team has been integrated by the consultant.
4. All deliverables shall be prepared in English and submitted in an electronic copy (in Word format). The deliverable during the preparation and appraisal mission shall be any necessary write-ups or written material the project team may request to complete the project preparation and appraisal exercise, building on the scope of the initial report.
5. Throughout the assignment period as outlined above, the consultant will physically or virtually participate in IsDB preparation and appraisal missions, if requested by the IsDB.

**Schedule:**

1. The assignment will be over 4 months (May to September 2024), with an estimated total 60 man-days of effort. All deliverables are expected to be finalized through rigorous consultative meetings and in-depth discussions with the EA and other key stakeholders.

**Consulting Services Expertise and Qualifications:**

1. Consultant recruitment will be via individual consultant having experienced in carrying out project preparation and design document for MDB financed projects. The Consultant should have range of skills, expertise and experience needed to deliver the assignment but not limited to the following requirements:

* Advanced Degree in Agriculture, Economics, Project Management or any relevant fields.
* At least 10 years of professional experience in the area of project preparation/management and evaluation, related to the scope of the assignment.
* Experience of work with MDBs/IFIs and Multilateral institutions is an advantage.
* Experience working in the Central Asia region is highly preferable.
* Practical experience working with project preparation/design as per the Multilateral Development Bank procedures.
* Effective time management and organizational skills to ensure qualitative outputs under strict deadlines.
* Strong communication, writing, and presentation skills. Fluency in English. Knowledge of Russian/Kyrgyz is an advantage.

**Terms of Payment**

1. The contract will be lump sum basis and the consultant will be entitled for payments for the assignment outputs (deliverables). The contractual details of the assignment will be reflected in the contract to be signed between the consultant and the IsDB. The payment schedule will be as follows:
   1. Submission of Draft 1: 30% of the contract value upon clearance of Draft-1 by IsDB
   2. Submission of Draft 2 and participation to Preparation Mission: 30% of the contract value
   3. Completion of appraisal mission and inputs to appraisal reports and preparation of final reports of IsDB: 40% of the contract value

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

**Hiring a Consultant to Support Project Preparation and Appraisal for “Line of Financing for Mechanization of Agriculture sector in Kyrgyz Republic” Project.**

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

Arman Kenzhegulov

Administrative Assistant

Regional Hub of Almaty

Islamic Development Bank

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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. ]*

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| --- | --- | --- | --- | --- | --- |
| 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. **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

1. The PPRR and PAD are similar documents with minor differences; in fact, the PAD is the ultimate corrected version of the PPRR after incorporating the comments. [↑](#footnote-ref-1)
2. Agriculture and Mechanization. [↑](#footnote-ref-2)