

Invitation for Expression of Interest (IEOI) – Individual Consultant

Date: 25/05/2024

Preparation of 3 Projects Completion Reports (PCR) of the IsDB funded Projects:

- Emergency Support to Flood Response Project in Las Anood and Baladwyen Districts in Somalia (SOM 1017)
- Support for the TADAMON CSO Pandemic Response Accelerator Program for Somalia (SOM1020)
- Skills Development for Internally Displaced Youth, Somalia (SOM1015)

The Islamic Development Bank (IsDB) has approved an administrative budget for financing consulting services (*the Services*) for the above project. The Terms of Reference (TOR) of the Services are in **Appendix A**. The Services will be provided by an individual consultant (*the Consultant*) who may be a self-employed professional or an employee of a consulting firm. IsDB will select and engage the Consultant in accordance with the IsDB Corporate Procurement Policy (Policy). The consultant for the assignment will be engaged based on a Fixed Budget Selection method.

1. IsDB now invites Expressions of Interest (EOI) from potential applicants for consideration by IsDB in selecting qualified candidates.
2. The Consultant should complete the EOI Form in **Appendix B** and submit it along with his/her CV.

The full set of documents should be submitted by email to the following authorized IsDB representative, not later than **11/06/2024, (08:00 PM GMT)**:

M. Moustapha I.S Diallo
Sr DRM &ER Specialist
Fragility and Resilience Division

- a. All interested consultants are requested to submit their Expression of Interest to the designated email address by the specified date. EOI Submission - BCC2024-033 Recruitment of Consultant to conduct PCRs in Somalia 6e1be8a7.isdb.org@emea.teams.ms
- b. For queries and clarifications regarding the scope of services, please submit questions in written format to the provided email address. Email address: General - BCC2024-033 Recruitment of Consultant to conduct PCRs in Somalia 944e0707.isdb.org@emea.teams.ms

Appendix A: Terms of Reference of the Assignment

Appendix B: EOI Form

Appendix C: IsDB Standard Template of Project Completion Report (PCR)

TERMS OF REFERENCE

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

Project:

Projects Name:

- Emergency Support to Flood Response Project in Las Anood and Baladwyen Districts in Somalia (SOM 1017)
- Support for the TADAMON CSO Pandemic Response Accelerator Program for Somalia (SOM1020)
- Skills Development for Internally Displaced Youth, Somalia (SOM1015)

Project 1: Emergency Support to Flood Response Project in Las Anood and Baladwyen Districts in Somalia

The Objective of the Project is: to support livelihood, response and recovery among flood affected communities in Las Anood and Baladweyn Districts in Somalia.

Project Location: The project was implemented in Somalia.

- Executing Agency: Somali Aid
- Duration of assignment: 10 days
- Starting Date: 25/05/2024
- Field Visit: TBC

Las Anood and Baladweyn Districts in Somalia Project Background:

The recent heavy Gu rains adversely affected basic livelihoods options for families and households in parts of Somalia. The recent multi cluster rapid assessment report indicates that at least 9,560 families have been affected by the floods, of which 360 are displaced¹. The report further adds that the flooding destroyed/damaged water and sanitation infrastructure, crops in farms, canals, culverts, roads and drainage systems in most towns and dwelling places. The situation has compromised water, sanitation, and hygiene access for most households; with 60% of households assessed relying on unprotected water sources while the majority (90%) of households do not treat water before consumption. This poses great risks of contamination and the spread of water related illnesses are rife. An assessment conducted in May 2020 indicated that at least 30% of households reported cases of Acute Watery Diarrhea (AWD) in the last 2 weeks².

Famine Early Warning System Network (FEWSNET) projected that the number of people affected by acute food insecurity will increase from 1.2 million to 1.6 million in 2020 due to agricultural losses associated with flooding during the Gu rains (April – June 2020) and desert locust infestation on crops and pasture. The situation may further be exacerbated by the impact of the COVID-19 pandemic on domestic market supply chains, household food and income sources. Household income from remittances will likely diminish as economic activities in source countries decrease due to COVID-19³. The communities and governments lack adequate financial and technical capacities to address the protracted resulting humanitarian priorities.

With food crops and livestock production affected because of damaged farmlands, pastures and even death of livestock, food security and livelihood options for most people in Las Anood and Baladweyn Districts. Many households rely on either their food crop production for subsistence or dietary/nutritional needs. As such the project will provide sustainable livelihood support beyond dependency on

¹ KISMAYO DISTRICT: FLOOD IMPACT JOINT MULTI-CLUSTER RAPID ASSESSMENT REPORT 14 May 2020

² KISMAYO DISTRICT: FLOOD IMPACT JOINT MULTI-CLUSTER RAPID ASSESSMENT REPORT 14 May 2020

³ United Nations Office for the Coordination of Humanitarian Affairs (OCHA), April 2020

humanitarian aid. The intervention will provide capital for investment in income generating activities to support livelihood options for vulnerable women, equip women with skills and knowledge on entrepreneurship and business skills.

Project Objectives	Project Activities	Expected outputs
To support improved access to basic water and sanitation services	Rehabilitation of strategic water access points	3 operational strategic water access points
	Rehabilitation and repair of sanitation facilities in social and public places	10 functional public sanitation facilities
	Distribution of essential WASH NFIs (soap, water storage containers, mosquito nets) for households	200 households receive and benefit from assorted WASH NFIs
To support increased opportunity for livelihood for women	Provide cash capital for income generation activities to target households and families	180 households benefit from cash capital and set up business for livelihood
	Support Capacity Building of Women on Entrepreneurship and Business Start Ups	At least 180 women trained on entrepreneurship and business startup and management
To support access to primary health care services	Running/Operating Costs for Emergency Health Unit/Post and support operations in providing basic healthcare services (Staff remuneration, drugs) in Las Anood	1 Emergency Health Unit functional in Las Anood during the project duration
	Training of Health Care Workers on essential hygiene promotion and adoption at the community level	At least 40 health workers equipped with skills and knowledge in essential hygiene promotion and adoption
To support improved practice and adoption of good WASH practice	Procurement and distribution of Information Education and Communication materials for community sensitization and awareness	At least 6,000 households reached with appropriate WASH messages and information on preventive and mitigation measure on benefits of good hygiene practice

	Supportive Monitoring & Evaluation - Baseline, Mid and End Term Project Evaluation	Conduct monthly monitoring, mid, end of project evaluation and documentation
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Project Locations: The project was implemented in Las Anood and Baldwin Districts

Executing Agency: The Executing Agency (EA) for the project was Somali Aid.

Project 2: Support for the TADAMON CSO Pandemic Response Accelerator Program for Somalia (SOM1020)

Background: Fragility impedes achievement of the Sustainable Development Goals (SDGs). Exposure to conflict has immediate effects on food and water security.⁴ Inequality and discrimination exacerbate food and water security, cause, and perpetuating fragility. Women, the elderly, adolescents, youth, and children, persons with disabilities, indigenous populations, refugees, migrants, and minorities experience the highest degree of socio-economic marginalization in the region. Marginalized groups have the lowest access to water and food because of geographical location, political affiliation, or discrimination policies. Women and youth are overall disproportionately affected in emergencies due to the lack of access to effective surveillance and early-warning systems, and health services.⁵ The COVID-19 outbreak is predicted to have significant impacts on various sectors. The populations most at risk are those that: depend heavily on the informal economy; occupy areas prone to shocks; have inadequate access to social services or political influence; have limited capacities and opportunities to cope and adapt and limited or no access to technologies. Somalia has made significant progress since the re-establishment of the Federal Government in 2012. However, the country continues to struggle with recurrent food and water crises, widespread insecurity, political instability, drought and floods which multiply the COVID 19 pandemic effects. More than half a million are on the brink of famine.

⁴ <https://www.worldbank.org/en/topic/fragilityconflictviolence/overview>

⁵ <https://gsdrc.org/topic-guides/gender/gender-in-fragile-and-conflict-affected-environments/>

Project 2 Name: TADAMON COVID19 Response in Somalia Project Background

Objectives: To contribute to the immediate and medium-term efforts to prevent, contain and respond to negative impacts of COVID 19 on the youth in Somalia.

OUTCOMES	OUTCOME TARGETS	OUTPUTS	OUTPUT TARGETS	ACTIVITIES
Emergency in Health: CSO's Capacity Building				
Outcome 1 Health care staff gained necessary skills and public gained information on protection and treatment of COVID-19 pandemic	<i>90 health care staff gained skills on necessary skills through short courses.</i> <i>Public gained information and support on protection and treatment of COVID-19 pandemic</i>	<u>Output 1.1</u> Communication and awareness raising campaign/WEBINAR. <u>Output 1.2</u> Update and adjustment of health care short courses on the COVID-19 needs <u>Output 1.3-</u> Provision of short course to 90 health care staff	Development of 2 communication and awareness raising campaign Development of modules for health care short courses/vocational/on the job trainings on the COVID-19 needs To train 90 health care staff on necessary skills and information on	To improve and adjust the health care short courses to meet identified needs if needed. To reach out to and select beneficiaries. Delivery of the updated short courses/vocational/on the job trainings to beneficiaries To design communication and awareness raising campaign and WEBINAR

			protection and treatment of COVID-19 pandemic	
Emergency in Education: TVET and Skills development				
Outcome 2 Youth, women and other vulnerable groups have gained market relevant skills and knowledge through higher/vocational education, accommodating for COVID-19 mobility limitations.	<i>650 women, youth and other vulnerable groups have gained market relevant skills through higher/ vocational education courses.</i> <i>600 women, youth and other vulnerable groups have successfully completed higher/ vocational education courses and are prepared to enter the labor market.</i>	<u>Output 2.1-</u> Universities/Vocational Education Centers have been enabled to deliver higher vocational education courses in response to COVID-19 mobility limitations and in response to new market demands. <u>Output 2.2-</u> Scholarships are provided to allows access to women, youth, and other vulnerable groups to TVET courses	Universities/vocational education centers supported to deliver distant learning during COVID-19 times if needed. 650 refugee women and youth have been provided with scholarships (590 SPARK and 60 ISDB)	To train trainers To improve of digital facilities of our education partners (including purchasing hard and software such as computer, servers, and distant learning platforms) To provide laptops and tablets for the most vulnerable students from low-income families and those with disabilities To reach out to and select beneficiaries. To provide scholarships

				Delivery of additional digital skills training to graduates in cooperation with local partners
Building Resilience: Jobs placement and internships				
Outcome 3 Women, youth and other vulnerable groups have sustainable employment, following their internship or on the job training	<i>500 refugee women and youth have employment within 9 months of graduation</i>	<u>Output 3.1-</u> Graduates gain market relevant skills through internships and on the jobs training programmes <u>Output 3.2-</u> Private sector retains internship and offer them sustainable job opportunities	500 refugee graduates have been placed in internships or on the job trainings (450 SPARK and 50 ISDB) 350 graduates are retained in sustainable jobs after completion of their internships	To facilitate internship positions and on the job trainings in cooperation with the private sector To identify companies willing to commit to retain programme beneficiaries on the jobs after the internship or training programme. To provide soft skills training for interns through on job technical training, effective communication, listening skills and time management techniques Monitor jobs placements in terms of quality and duration at least 6 months after internship

Building Resilience: Start-ups				
Outcome 4 Women, other vulnerable groups and youth are self-employed	<p>90 Start-ups (freelance, ICT or home-based workers) established by graduates.</p> <p>135 jobs created directly and indirectly.</p>	<p><u>Output 4.1-</u> Graduates have started their own business as freelancers or home-based business</p>	<p>90 women and refugee graduates trained as freelance workers (80 SPARK and 10 ISDB)</p> <p>90 new home-based businesses registered</p>	<p>To provide training, coaching and mentoring to graduates to become home based workers or freelancers.</p> <p>To facilitate home based workers and freelancers with their registration</p> <p>To provide business development training, including on:</p> <ul style="list-style-type: none"> • Business plan development • Market and marketing • Human Resource Management • Financial Management • Organizational Structure • Product Design and Development

Project 2 Location: Somalia Aid

Project 2 Executing Agency: SPARK

Project 3: Skills Development for Internally Displaced Youth, Somalia (SOM1015)

Objective: to improve the employability of the Internally Displaced Youth through skill development trainings to acquire skills needed to access employment opportunity in the labour market

The aim of this project is to empower 250 internally displaced youth (50% male, 50% female) through technical vocational training to get access to employment opportunities. It seeks to establish an environment and effective platform, where youth may exercise authentic participation to their country's progress and pursue their own visions, dreams, hopes, and concerns pertaining to development and overall well-being. The project activities are grounded on the fundamental evidence that if young people have sufficient income and resources to sustain productive lives, they can achieve economic progress and contribute to the wider good and care for their families.

Project results and KPIs:

It is expected that the project will have the following results:

- **Impact:** the project will overall contribute to increased skilled human capital that have skills relevant to the labor market needs
- **Outcomes:** the project will have the following outcomes: (i) enhanced capacity of 250 internally displaced youth to engage in productive economic activities; (ii) increased access of 250 Youth to skills development and economic opportunities; and (iii) around 80% of the trained youth employed and receive income from small businesses and occupations.
- **Outputs:** By 2021; the project outputs include: (i) 250 youth (50% males and 50% females) received training in tailoring, welding, carpentering, and mobile repairs; (ii) training kits and tools provided for 4 trainings; (iii) 50% of the youth started small business generating activities; and (iv) around 30% of the youth placed in jobs.

I. Description of the Assignment

b. Objectives

The Fragility and Resilience Division at Resilience and Climate Action Department, IsDB is seeking the Short-Term consultancy service to assist IsDB to conduct 3 PCR of the following Projects:

- Emergency Support to Flood Response Project in Las Anood and Baladwyen Districts in Somalia (SOM 1017)
- Support for the TADAMON CSO Pandemic Response Accelerator Program for Somalia (SOM1020)
- Skills Development for Internally Displaced Youth, Somalia (SOM1015)

15. The service shall be performed within a period of 30 days starting on 28 February 2024, or any other period as may be subsequently agreed by both parties in writing.

16. The Project Completion Report (PCR) serves as a basis of comparison between the expected state of the project at the time of appraisal and its actual state at the time of the completion. It is a vital document that records how the project was implemented to allow the post-evaluation team to draw lessons to be learned by IsDB and its beneficiary(s) to improve the design and performance of future projects. Thus, it constitutes the first step of the post-evaluation exercise, a self-evaluation instrument that provides basic data against which the IsDB may assess its progress over time and benchmark its performance against other financing institutions. The PCR shall capture and analyze information on the various cycles of the project including (i) the quality-at-entry standards applied through the Readiness Review (ii) the results-based logical framework to guide results-based monitoring, (iii) the implementation progress and results report and (iv) the PCR enhancing quality-at-exit through an increased focus on results, risks and lessons learned.

c. Expected Outputs of the Consultant

The Consultant will prepare three Project Completion Report (PCR) for the above stated projects according to IsDB standards, guidelines, and procedures. The Consultant's reports of the assignment should be based on the IsDB standard template of GCR, which is attached in Appendix – C.

d. Scope of the assignment

19. The scope of the assignments is as follows:

1. **Site Visits:** the consultant will visit the project locations and have formal discussion with the local Authorities and the beneficiaries of the Project.
2. **Review of the EA completion Report:** The consultant shall review the report, particularly about the information on implementation issues faced by the EA, methodologies (approach used by the EA), and key conclusions and recommendations. Based on the review and analysis, the consultant may include some of key findings from this study in the PCR.
3. Analyze the performance and achievements of the project in terms of implementation plans and objectives fixed during the initial Implementation Schedule. The analysis should address the following questions:
 - To what extent did the Project achieve its overall objectives?
 - What and how much progress has been made towards achieving the overall outputs and outcomes of the project (including contributing factors and constraints);
 - To what extent were the results (impacts, outcomes, and outputs) achieved?
4. Assess the project in terms of relevance, efficiency, effectiveness, and sustainability.

The assessment shall answer the following questions:

- i). **Relevance** – Assess the relevance of the project to the Government and IsDB
 - Was the project relevant to the identified needs?
 - Was the project relevant to the IsDB strategic priorities?
 - Were the inputs and strategies identified, and were they realistic, appropriate and adequate to achieve 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?

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

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

- Do the projects cause natural resources depilation in the long run?
- Were the local communities and stakeholders consulted during the project implementation?
- To what extent is the project revenue needed to cover its O&M costs?
- Does the Executing Agency possess the technical capacity for the project's operation?
- Did the projects address the training needs for operation and maintenance?
- What is the likelihood of continuation and sustainability of projects outcomes and benefits after completion of the projects?
- Describe 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: 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 projects?
- How did the project's financial management processes and procedures affect project implementation?
- What are the strengths, weaknesses, opportunities, and threats of the project's implementation process?
- What are the future intervention strategies and issues?

20. Evaluate the performance of the IsDB, consultants, the borrower Go and relevant partners.

- a. Visit the projects sites (Village, discussions with Local Authorities, community leaders, beneficiaries) and witness achievements of the outcomes as well as coordination and communication among the different stakeholders.
- b. Identify issues and lessons learned from the project and provide recommendations.
- c. Complete the PCR as per the standard reporting template of the Bank incorporating visual (i.e. maps, photos, graphs, tables, posters, plans, etc.) on the project.

e. Detail task of the assignment

21. The tasks of the Consultant are as follows:

- a. Coordinate the communication to and interface with Executing Agency, the local Authorities, the community leaders and the project direct beneficiaries.
- b. Prepare a questionnaire for the stakeholders' interviews of each project.
- c. Initiate the required meetings, interviews, and visits to the project area for close communication with key stakeholders.

- d. The draft-1 PCRs for 3 projects to be submitted to IsDB for review and clearance before proceeding to the field. It should include, among other things: (i) the key information of the projects; (ii) major changes in the country's economy and events which may have affected the sector and the project; (iii) known changes in the scope of the projects; (iv) project output and outcome indicators to be quantified during the mission; and (vi) brief explanation in each section of the key elements/questions to be assessed during the field mission, stakeholders to be met, and challenges that the Consultant may face. This report will be reviewed by the Bank together with the Consultant through conference call Microsoft Team.
- e. Field visit following the clearance of Executing Agency and IsDB, the consultant proceeds with the field visit: (i) visit the site of the project as per the scope of the project and expected outputs; (ii) hold thorough on-the-ground discussions with the stakeholders including the Executing Agency/Project Management Unit, concerned Development Partners, and end-beneficiaries; (iii) collect all necessary information concerning project implementation, output and outcomes; and (iv) collect photographs & videos of the project outputs and beneficiaries upon consent of the concerned parties.
- f. If necessary, the IsDB team will join the field visit and the consultant should provide/contribute all the required support to facilitate the discussions with all the stakeholders.
- g. The draft-2 PCRs for 3 projects is a further elaboration and completion after the field visit of the Consultant and should point out and explain the eventual variations in terms of project cost, implementation schedule, financing plan and stakeholders' performance. On top of updating the information that is in the draft-1 PCR, it should include among other things: (i) evaluation of the performance of the executing agency, the Bank, the contractors, based on available information; and (ii) lessons learnt and the Consultant's recommendation to the Bank and the Country concerning project implementation and sector intervention.
- h. The draft-2 PCRs should draw attention to the variation from the position envisaged at the time of the appraisal. Assess and verify the results delivered by the project against the project outputs and outcomes detailed in the Results-Based Logical Framework of the project (Annex-1);
- i. The draft-2 PCR should be shared with the Executing Agency for review and comments and capture the EA's view of the challenges met during implementation and recommendation for future intervention.
- j. The final draft PCR should be submitted to IsDB revise based on the field visit, feedback from IsDB and Executing Agency;

- k. Prepare a knowledge product of 15 pages on specific lessons learned and relevant annexes, such as graphs, photos, videos and maps (i.e. Consultant could consider using GIS-RS analysis for comparing before and after salinity and land use of the project area).
- l. Prepare a short presentation slide highlighting key issues and lessons learned from the sites' visit (i.e. slide highlighting key issues and lessons learnt from the project summarizing the main findings of the exercise). The Consultant may participate and defend the report in a conference call to the IsDB Committee (Experts Team at Global Practices of the IsDB). Otherwise, IsDB will select a representative to present the report and take all comments to be conveyed to the Consultant.
- m. Finalize the PCRs based on the final feedback of the IsDB and the Executing Agency;

f. Deliverable:

22. The Consultant will produce the following major outputs:

- 1) The first draft PCRs as per the attached PCRs standard format (Appendix – C), including,
 - Site visits with high resolution photos and videos
 - Supporting documents
 - Semi-structured interviews questionnaires
 - List of interviewees
 - Brief note summarizes the interviewees.
- 2) The second draft PCR as per the attached PCR standard format (Appendix – C).
- 3) The Final PCR is based on the feedback of the IsDB and the Executing Agency.

g. Time Frame of the Assignments:

- a) The assignment shall be 30 working days.
- b) The IsDB Fragility & Resilience Division will supervise the Consultant and 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 Executing Agency.

h. Qualification and Requirements:

23. The Consultant must have the following minimum qualification and requirements:

- a. MSc degree in Economy, Humanitarian studies, social development and related fields.
- b. Work experience in handling similar consultancy tasks in preparation of the PCRs, project evaluation and project management of the Multilateral Development Banks' (MDBs') will be a strong asset.
- c. Language skills fluency in written and spoken and English.
- d. Knowledge of the region and the subject is needed.

i. Evaluation Criteria:

24. The contract will be awarded to the highest-ranked technical proposal within the available fixed budget. Financial proposals exceeding the budgetary limit shall not be considered. The following criteria will be used for the evaluation of technical proposals:

- | | |
|---------------------------------------|------------|
| - General Qualification | 20 points |
| - Adequacy for the Assignment | 50 points |
| - Experience in the Sector and Region | 30 points |
| - Total | 100 points |

j. Budget and Payment Schedule

25. The total estimated overall fixed budget for this assignment is **USD 15,000 (USD)**, and the financial proposal shall not exceed this budget. Payments are linked to deliverables as defined below:

- a. **First payment in the amount of 20%** of the Contract Price upon receipt of the Inception Report to the Bank, the First Draft PCR for 3 projects.

- b. **Second progress payment in the amount of 30%** of the Contract Price upon receipt and written acceptance of the second draft PCR Report by the IsDB; and
- c. **Final payment in the amount of 50%** of the Contract Price upon receipt and written acceptance of the Final Report by the Isdb.

26. 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.

k. Eoi Submission Process:

- a. All interested consultants are requested to submit their Expression of Interest to the designated email address by the specified date. EOI Submission - BCC2024-033 Recruitment of Consultant to conduct PCRs in Somalia 6e1be8a7.isdb.org@emea.teams.ms
- b. For queries and clarifications regarding the scope of services, please submit questions in written format to the provided email address. Email address: General - BCC2024-033 Recruitment of Consultant to conduct PCRs in Somalia 944e0707.isdb.org@emea.teams.ms
- c. All requested consultants are required to register on the SAP ARIBA system for future business opportunities with the bank. IsDB currently Implemented the Procure to Pay Solution with SAP Ariba, you are kindly required to register yourself/Esteemed Firm through Self registration link as follows for the RFP/EOIs and future Business with IsDB. <http://isdb.supplier.mn2.ariba.com/ad/selfRegistration/>

I. Contract Administration:

- **Client's Input:** The Fragility Resilience Cluster at RCA will provide access to all required documents (i.e. Bank's standard template for Project Completion Report (PCR), Detailed Technical Documents, Project Progress Reports, Relevant Official Communications on the project, etc.);
- **Logistics:** The Executing Agency will make necessary arrangements related to field visits.

- **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 report 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 of the project

Annex 2. Technical Evaluation Sheets for Consultants Team

#	Criteria	Maximum score	Evaluators		
			1	2	3
1.0	General Qualifications	20			
1.1	<i>Academic Background</i>	10			
1.2	<i>Language skills</i>	10			
2.0	Adequacy for the Assignment	50			
2.1	<i>General Experience</i>	20			
2.2	<i>Experience with similar assignments</i>	30			
3.0	Experience in the Sector	30			
3.1	<i>Sector and relevant sub-sectors</i>	20			
3.2	<i>Multilateral /International Organizations</i>	10			
	Total Score:	100			

Appendix B

Expression of Interest (EOI) by Applicant

Preparation of Project Completion Report (PCR) of the IsDB funded project:

Date: _____

Mr./Mrs. XXXXX
Email:

Dear Mr. XXXXX

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 my experience.
- ☐ I confirm that I have 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 (unit rate) per day ⁶	Man. days			
2	Expenses during the field visits	Man. days			
3	Expenses for domestic travel	Lump-sum			
	Total:				

{day/month/year}

Name of the Applicant

Signature

Date

⁶ 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"/> <input type="checkbox"/>
(ii) I was involved with the preparation of the terms of reference for this consultancy assignment		<input type="checkbox"/> <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"/> <input type="checkbox"/>

Appendix C

IsDB Standard Template of Project Completion Report (PCR)

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S. No.	Item	Page
	<i>Abbreviation</i>	
	<i>Currency equivalents</i>	
	<i>Executive summary</i>	
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2	Project performance assessment	
3	Bank's performance	
4	Beneficiary performance	
5	Performance of other stakeholders	
6	Lessons learnt	
7	Recommendations and follow-up actions	
8	Knowledge Product (Summary)	
9	Compliance with financing covenants	
10	Overall score and rating	

(Note: full version of IsDB Standard Template of Project Completion Report (PCR) is separate document enclose to IEOI)