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

**Invitation for Expression of Interest**

*Date 06/06/2024*

**Hiring a Consultant to support the EA for implementation of the initial procurement tasks for the “Strengthening the Economic Resilience of the Vulnerable Enterprises (SERVE) Project” under the IsDB SPRP Restore Track (R-2) for the Republic of Uzbekistan**

1. The Islamic Development Bank (IsDB) is hiring individual consultant to provide support to the EA for implementation of the initial procurement tasks for the “Strengthening the Economic Resilience of the Vulnerable Enterprises (SERVE) Project” under the IsDB SPRP Restore Track (R-2) for the Republic of Uzbekistan.

The Terms of Reference (TOR) of the Services are attached and can be obtained by emailing [REshonhujaev@isdb.org](mailto:REshonhujaev@isdb.org) (cc: [arkenzhegulov@isdb.org](mailto:arkenzhegulov@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 **June 21, 2024:**

**Rustam Eshonhujaev**

Country Economist

Regional Hub of Almaty

Islamic Development Bank

Email: [REshonhujaev@isdb.org](mailto:REshonhujaev@isdb.org)

Phone: +7 727 2727000

**Encl.:**

**Annex-I:** Terms of Reference

**Annex-II:** EOI Form

**Annex-1**

**Terms of Reference**

1. **Background**

The Government of the Republic of Uzbekistan has received financing in the total amount of the US$ 40,000,000 from the Islamic Development Bank (the “Bank”) and the Islamic Solidarity Fund for Development toward the cost of the Strengthening the Economic Resilience of the Vulnerable Enterprises (SERVE) Project and it intends to apply this financing support enterprises in Karakalpakstan AR, Khorezm, Bukhara, Navoiy Samarkand, Kashkadarya and Surkhandarya regions by providing an integrated economic empowerment package that will enable access to economic opportunities, allow them to recover from the Covid-19 pandemic and sustain inclusive growth of the individual entrepreneurs and MSMEs.

The **Projects objective** is to provide priority support to the MSMEs by extending Sharia compliant access to finance to the targeted MSMEs and related capacity building around Islamic finance and economic empowerment. The primary focus will be on supporting MSMEs affected from the pandemic, the smallholder producers, women and youth engaged in the economic activities in the targeted regions.

Project activities are grouped into following 4 main components:

**A. Access to Finance**: Provision of line of financing (LOF) for MSMEs through the selected Partner Financial Institution (PFI) in an Islamic sharia compliant operation. The financing will be extended primarily for small business development support through line of financing (Installment Sale) for entrepreneurs and small enterprises, households/family businesses, women and youth headed enterprises. Separate financial instrument in the form of guarantee facility will be extended to target the micro and small enterprises to increase their access to finance. This component will address the immediate needs of MSMEs to sustain impact of COVID-19, consolidate their business as crisis continues and recover better from its impact. The MSMEs supported by the line of finance will be different from the MSMEs supported under the guarantee scheme to achieve maximum impact as separate schemes supporting MSMEs.

**B. Business Engineering and Capacity Building**: The component envisions support to: (i) MSMEs in business planning for value chain development; (ii) capacity building and supporting financial institutions in development of working tools, including tools and services, targeted for women and youth, additional Islamic financial products, and staff training; and (iii) Supporting Business Development Services based on compensation scheme adopted in the country. These value-addition services ensure the sustainability of the project and puts in place mechanism that will enhance resilience of MSMEs as they come out of the crisis through better business planning and market linkages

**C. Project Coordination**: The component will finance the cost of supporting project implementation, including setting up of Project Management Unit (PMU) under the Executing Agency and its operations (staff salary, office equipment, operating cost, project start-up and staff training). The component will also finance upgrading the existing IT software in financial management/accounting and establishment of Management Information System (MIS) as a part of automation and monitoring of fund flow, measurement, and evaluation of project results indicators by PFIs.

**D. Audit Service:** The component will finance: (i) financial audit service to ensure eligibility of the expenditures and effective operation of Project Special Accounts and (ii) sharia audit service to ensure sharia compliance of the transactions.

The Agency for Working Mahallabay and the Development of Entrepreneurship under the Ministry of Poverty Reduction and Employment of the Republic of Uzbekistan is an Executing Agency (EA) for the Project. The EA will coordinate and monitor use of line of financing (Installment Sale) and Guarantee Facility with Partner Financing Institutions and The Entrepreneurship Development Company joint stock company, respectively.

For successful project start-up, the Bank is seeking the services of a local Individual consultant to support the Executing Agency to handle the initial procurement activities to kick start the project implementation. The local individual consultant will be selected in accordance with the IsDB Corporate Procurement Policy.

1. **Objective of the assignment**

The main objective of this assignment is to support the Executing Agency (The Agency for Working Mahallabay and the Development of Entrepreneurship) to undertake key procurement activities to kick-start the project.

The key tasks of the consultant shall be as follows:

* To provide support to the Executing Agency in undertaking early procurement activities as per approved procurement implementation plan.
* To participate as observer in key procurement sessions to ensure proper oversight.
* To build capacity of the PMU and the EA overall, and other stakeholders on the IsDB procurement procedures.
* To develop a detailed manual of procurement plan along with the procedures for the project as a reference for use by the PMU and EA going forward.
* To update the IsDB operations team on the procurement activities and advise it on the necessary arrangements to enhance efficiency and integrity of the procurement processes.

1. **Scope of assignment**

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

1. Update project procurement plan of the Project Appraisal Document.
2. Selection of PMU Staff.
3. Selection of Business Engineering and Capacity Building Consultant.
4. Selection of Shariah Audit Services.
5. Selection of Project Financial Audit.
6. Finalizing RFQ for upgrading the existing IT software in financial management/accounting and establishment of Management Information System (MIS) and Furniture.
7. Oversee all procurement steps.
8. Undertake capacity building of PMU and EA through structured training.

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

**C.1 For selection of the Project Management Unit staff.**

1. To review the draft Terms of Reference and prepare the Job Description of the PMU staff.
2. To prepare an advertisement for the job posting and follow up its publication by EA.
3. To support the EA in evaluation of CVs and interview process.
4. To prepare the PMU staff selection evaluation report.
5. To support the EA in addressing the IsDB comments and recommendations.
6. To prepare draft contracts for the EA and IsDB review and clearance. To facilitate the signature of the recruitment contracts with the selected PMU Staff.

**C.2 For procurement of Business Engineering and Capacity Building Consultant. Method of procurement – Quality and Cost Based Selection (QCBS) among IsDB member countries.**

1. To review draft ToRs for the consultancy services.
2. To prepare standard Request for Expression of Interest (REoI) and obtain the IsDB no-objection to it.
3. To issue the Request for Expression of Interest in accordance with the IsDB Procurement Guidelines.
4. To prepare shortlisting Evaluation Report and address IsDB’s comments and recommendations on shortlisting Evaluation Report.
5. To prepare Request for Proposals and obtain the IsDB no-objection to it.
6. To issue the Request for Proposals in accordance with the IsDB Procurement Guidelines.
7. To review and evaluate the received Technical Proposals.
8. To prepare Technical Evaluation Report.
9. To review and address IsDB’s comments and recommendations on Technical Evaluation Report.
10. To review and evaluate received Financial Proposals and verify the price of each using the procedures in the RFP, and then prepare the Combined Evaluation Report.
11. To review and address IsDB’s comments and recommendations on the Combined Evaluation Report.
12. To support in preparing contract negotiations agenda and provide his/her support during the contract negotiations.
13. To support in debriefing during the Standstill period (as applicable) and/or provide necessary support the EA in addressing procurement related complaints (if any).
14. To prepare the draft contract and provide necessary technical advice and/or guidance for the EA in proceeding Contract negotiations.
15. To support the EA in reviewing and addressing IsDB’s comments and recommendations on the draft negotiated Contract.

**C.3 For procurement of Shariah Audit Services Consultant. Method of procurement – Selection of based on Consultant Qualification (CQS) among the IsDB member countries.**

1. To review draft ToRs for the consultancy services.
2. To prepare standard Request for Expression of Interest (REoI) and obtain the IsDB no-objection to it.
3. To issue the Request for Expression of Interest in accordance with the IsDB Procurement Guidelines.
4. To prepare shortlisting Evaluation Report and address IsDB’s comments and recommendations on shortlisting Evaluation Report.
5. To prepare Request for Proposals and obtain the IsDB no-objection to it.
6. To issue the Request for Proposals in accordance with the IsDB Procurement Guidelines.
7. To review and evaluate the received Technical Proposals.
8. To prepare Technical Evaluation Report.
9. To review and address IsDB’s comments and recommendations on Technical Evaluation Report.
10. To review and evaluate received Financial Proposals and verify the price of each using the procedures in the RFP, and then prepare the Combined Evaluation Report.
11. To review and address IsDB’s comments and recommendations on the Combined Evaluation Report.
12. To support in preparing contract negotiations agenda and provide his/her support during the contract negotiations.
13. To support in debriefing during the Standstill period (as applicable) and/or provide necessary support the EA in addressing procurement related complaints (if any).
14. To prepare the draft contract and provide necessary technical advice and/or guidance for the EA in proceeding Contract negotiations.
15. To support the EA in reviewing and addressing IsDB’s comments and recommendations on the draft negotiated Contract.

**C4. For procurement of Project Financial Audit consulting services. Method of procurement – Least Cost Selection (LCS) among the local consultants.**

1. To review draft ToRs for the consultancy services.
2. To prepare standard Request for Expression of Interest (REoI) and obtain the IsDB no-objection to it.
3. To issue the Request for Expression of Interest in accordance with the IsDB Procurement Guidelines.
4. To prepare shortlisting Evaluation Report and address IsDB’s comments and recommendations on shortlisting Evaluation Report.
5. To prepare Request for Proposals and obtain the IsDB no-objection to it.
6. To issue the Request for Proposals in accordance with the IsDB Procurement Guidelines.
7. To prepare shortlisting Evaluation Report and address IsDB’s comments and recommendations on shortlisting Evaluation Report.
8. To review and evaluation of the received Technical Proposals.
9. To prepare Technical Evaluation Report.
10. To review and address IsDB’s comments and recommendations on Technical Evaluation Report.
11. To review and evaluate received Financial Proposals and verify the price of each using the procedures in the RFP, and then prepare the Combined Evaluation Report.
12. To review and address IsDB’s comments and recommendations on the Combined Evaluation Report.
13. To support in preparing contract negotiations agenda and provide his/her support during the contract negotiations.
14. To support debriefing during the Standstill period (as applicable) and/or provide necessary support to the EA in addressing procurement related complaints (if any).
15. To prepare the draft Contract and provide necessary technical advice and/or guidance for the EA in proceeding Contract negotiations.
16. To support the EA in reviewing and addressing IsDB’s comments and recommendations on the draft negotiated Contract.

**C.5 RFQ for IT Equipment upgrading the existing IT software in financial management/accounting and establishment of Management Information System (MIS) and Furniture.**

1. To support EA in preparation of specifications for the items.

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

3. To prepare the Request for Quotation as per IsDB requirements.

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

5. To support EA in preparation of the draft Contract.

6. To prepare the contract awarding publications.

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 EA 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 Development of Project Implementation Manual (20%):**

| **No** | **Expected Deliverables** | **Payment** |
| --- | --- | --- |
| 1 | Draft PIM | 25% |
| 2 | Final PIM | 25% |
| 3 | Assist and guide the EA on the PIM activities | 50% |

**Selection of PMU Staff (20%)**

| **No** | **Expected Deliverables** | **Payment** |
| --- | --- | --- |
| 1 | REoI/Announcements | 30% |
| 2 | Evaluation Report | 40% |
| 3 | Signed Contracts | 30% |

**Procurement of upgrading the existing IT software in financial management/accounting and establishment of Management Information System and Furniture (MIS) (15%):**

| **No** | **Expected Deliverables** | **Payment** |
| --- | --- | --- |
| 1 | Standard Request for Expressions of Interest (REoI) | 30% |
| 2 | Shortlisting evaluation report |
| 3 | Standard RFP |
| 4 | Technical evaluation report | 40% |
| 5 | Combined evaluation report |
| 6 | Draft Contract and Contract award notification | 25% |
| 7 | Award publications |
| 8 | Final report | 5% |

**Selection of the Business Engineering and Capacity Building Consultant (15%):**

| **No** | **Expected Deliverables** | **Payment** |
| --- | --- | --- |
| 1 | Standard Request for Expressions of Interest (REoI) | 30% |
| 2 | Shortlisting evaluation report |
| 3 | Standard RFP |
| 4 | Technical evaluation report | 40% |
| 5 | Combined evaluation report |
| 6 | Draft Contract and Contract award notification | 25% |
| 7 | Award publications |
| 8 | Final report | 5% |

**Selection of the Shariah Audit Services Consultant (15%):**

| **No** | **Expected Deliverables** | **Payment** |
| --- | --- | --- |
| 1 | Standard Request for Expressions of Interest (REoI) | 30% |
| 2 | Shortlisting evaluation report |
| 3 | Standard RFP |
| 4 | Technical evaluation report | 40% |
| 5 | Combined evaluation report |
| 6 | Draft Contract and Contract award notification | 25% |
| 7 | Award publications |
| 8 | Final report | 5% |

**Selection of the Project Financial Audit consulting services (15%):**

| **No** | **Expected Deliverables** | **Payment** |
| --- | --- | --- |
| 1 | Standard Request for Expressions of Interest (REoI) | 30% |
| 2 | Shortlisting evaluation report |
| 3 | Standard RFP |
| 4 | Technical evaluation report | 40% |
| 5 | Combined evaluation report |
| 6 | Draft Contract and Contract award notification | 25% |
| 7 | Award publications |
| 8 | Final report | 5% |

1. **Schedule**

The assignment is expected to commence immediately and to span until the end of 2024, taking into account that any slippages in the schedule might occur. The total estimated staff days of effort will be around 180 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. Knowledge of Uzbek language is added value.
* 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: Expression of Interest (EOI) by Applicant**

**Hiring a Consultant to support the EA for implementation of the initial procurement tasks for the “Strengthening the Economic Resilience of the Vulnerable Enterprises (SERVE) Project” under the IsDB SPRP Restore Track (R-2) for the Republic of Uzbekistan**

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

**Rustam Eshonhujaev**

Country Economist

Regional Hub of Almaty

Islamic Development Bank

Email: REshonhujaev@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. **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