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

**Invitation for Expression of Interest**

*Date 13/01/2025*

**Hiring an Individual Consultant (Procurement Specialist) to Support in Executing Agency in implementing the procurement plan of the Joint IsDB/IsFD/GPE SmartEd project in the Kyrgyz Republic**

1. The Islamic Development Bank (IsDB) is seeking a highly qualified and experienced Procurement Specialist to provide expert implementation of procurement processes and practices across the project requirements. The Procurement Specialist will play a critical role in ensuring compliance with IsDB's procurement policies and procedures, as well as identifying areas for improvement and risk mitigation, and not limited to the activities mentioned in the Terms of Reference (TOR)

The TOR of the Services is attached and could also be obtained by emailing zmakhmudova@isdb.org (cc: [arkenzhegulov@isdb.org](mailto:arkenzhegulov@isdb.org)). IsDB will select and engage the individual 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 wishes to respond to the EOI is kindly invited to complete the forms in Annex-II and submit it through email to the following authorized representatives of IsDB before **15:00hrs** on **27th January (Monday), 2025:**

Zarangez Makhmudova

Project Management Specialist

Regional Hub of Almaty

Islamic Development Bank

Email: zmakhmudova@isdb.org

Phone: +7 7755298091

**Encl.:**

**Annex-I:** Terms of Reference

**Annex-II:** EOI Form

**Annex 1**

Terms of Reference

for Individual Procurement Consultant

1. **Background**

The first IsDB operation in Kyrgyz Republic was in October 1991 and the most recent one was in April 2023. The Bank’s involvement in Kyrgyz Republic has focused on Transportation, Energy, Social Sector (Health and Education), Finance, Industry and Mining, Water Sanitation and Urban Services and Agriculture. In terms of the development impact, the Bank’s support contributed to realizing 8 SDGs namely, SDG1- No Poverty, SDG 2- Zero Hunger, SDG 3-Good Health, SDG 4-Quality Education, SDG 6-Clean Water, SDG 7-Clean Energy, SDG 8-Decent Work, and SDG 9-Infrastructure.

IsDB has approved a total financing of US$490.00 million for 54 projects and Tas (excl. cancellations) in Kyrgyz Republic. Currently, the IsDB has 9 active projects and TAs with a total approved amount of US$ 206.00 million. This comprises 6 active projects for a total amount of US$

205.32 million and 3 TAs for a total amount of US$ 0.69 million. Total disbursement on active portfolio amounts to US$ 22.9 million, generating a disbursement ratio of 11%.

Recently, IsDB/IsFD and GPE have approved a new Joint SmartEd Project on Improving access to and quality of inclusive learning opportunities in the Kyrgyz Republic in the amount of US$25.25 million. The project aims to support the overarching priorities identified in the Partnership Compact document, mainly equitable access to quality inclusive education. The project will contribute to the impact defined by the Partnership Compact: “Girls and boys are provided with equitable access to quality school education and learning opportunities in the Kyrgyz Republic”. The Project Development Objective is to provide equitable and quality learning opportunities for all pre-school, school children and teachers, including those with special needs through:

* + improving access to quality inclusive learning environment.
  + Improving the system’s capacity to deliver quality and inclusive CBE and development- focused curriculum.
  + Improving the system’s capacity to identify and address the needs of children with special needs.

The project components will include the following:

**Component 1.** Improving access to inclusive quality education infrastructure. This component will help address the challenges in teachers’ and learners’ access to modern, inclusive and gender- sensitive learning environments highlighted in sector analysis. It will include achieving this through rehabilitation/construction and equipment of education facilities. The total number of education facilities to be rehabilitated/constructed and equipped is 34, including 23 early childhood education centers, 7 schools and 2 teacher training facilities.

**Component 2.** Improving the quality of inclusive teaching and learning at pre-school and general secondary education. This component will focus on strengthening the capacity of the system to implement quality reforms at early childhood and general secondary education levels with focus on student-centered and CBE approaches. The strategic approaches followed by the proposed activities include: (i) producing multilingual development-focused TLMs for preschool; (ii) developing and printing of a new generation of national CBE TLMs, (iii) supporting printing of new CBE TLMs; (iv) revision of teacher pre-service and in-service programs and (v) provision of teachers with personalized laptops.

**Component 3**. Strengthening system’s capacity to implement Inclusive Education will aim to support the MoES in aligning its existing policies, processes and tools, especially those used by PMPC, with international norms on inclusive education to ensure that inclusion is prioritized over institutionalization of CwDs.

To support the implementation of the project, it will also include a component on Project Management Support which includes establishment of Project Management Unit and recruitment of Financial Audit and Consultancy Company to for project design, supervision and environment and social management (ESMP) planning and oversight

The project effectiveness is expected to be achieved by the second quarter of 2025. In the light of this, IsDB is recruiting an individual local consultant to support the MoES in initiating advance procurement activities to enable the timely start of project implementation.

1. **Objective**

The main objective of this assignment is to support the Executive Agency of the project, Ministry of Education and Science and build its capacity 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 and develop a detailed Project Procurement Manual.
2. Selection of PMU Staff.
3. Selection of Project Design and Supervision Consultants.
4. Selection of Project Financial Audit.
5. Preparation of template bidding documents based on IsDB standard bidding documents for civil works.
6. Oversee all procurement steps.
7. 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:

* 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.
  2. For procurement of Detailed Design and Supervision Consultants. Method of procurement – Least-Cost Selection among local consultants
     1. To provide support for the EA in developing the ToRs.
     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 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.

C3. 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.

The Consultant shall provide necessary technical assistance 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 Procurement Manual (30%):**

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

**Selection of PMU Staff (30%)**

|  |  |  |
| --- | --- | --- |
| No | Expected Deliverables | Payment |
| 1 | REoI/Announcements | 30% |

|  |  |  |
| --- | --- | --- |
| No | Expected Deliverables | Payment |
| 2 | Evaluation Report | 40% |
| 3 | Signed Contracts | 30% |

**Selection of the Detailed Design and Supervision Consultants (20%):**

|  |  |  |
| --- | --- | --- |
| 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 (20%):**

|  |  |  |
| --- | --- | --- |
| 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 February 2026, considering that any slippages in the schedule might occur. The total estimated staff days of effort will be around 90 days. All deliverables will be approved by the client before being eligible for payment.

1. **Terms of Payment**

The contract will be on a 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 Kyrgyz language is an 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 our own office premises and shall cover own travel and communication expenses.

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

**Hiring an Individual Consultant (Procurement Specialist) to Executing Agency in implementing the procurement plan of the Joint IsDB/IsFD/GPE SmartEd project in the Kyrgyz Republic**

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

**Zarangez Makhmudova**

Project Management Specialist

Regional Hub of Almaty

Islamic Development Bank

Email: zmakhmudova[@isdb.org](mailto:EAnwar@isdb.org)

Phone: +7 7755298091

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 elaborate 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