**Request for Proposal**

**for Selection of Consultants**

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**Islamic Development Bank Group**

**May 2025**

**Simplified**

**Request for Proposals**

**for Selection of Consultant**

**RFP No: []**

**Country:** [*Insert: Name of Country*]

**Financing No:** [*Insert: Number of Financing*]

**Project Name:** [*Insert: Name of Project*]

**Project Code:** [*Insert: Code of Project*]

**Date:** [*Insert: Date*]

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# Section 1. Letter of Invitation

RFP No

Financing No

Dear Sir/Madam:

1. The Islamic Finance Advisory and Technical Assistance Division has received a grant allocation fundfrom the Islamic Development Bank (IsDB) toward the cost of ………. and intends to apply a portion of this *grant* to eligible payments under the Contract for this assignment.

2. The Islamic Finance Advisory and Technical Assistance Division now invites proposals to provide the following consulting services: ………... More details on the services are provided in the Terms of Reference (Section 5).

3. The RFP has been addressed to the following short-listed consultants:

4. A firm will be selected under the **…………….** method and procedures described in this Request for Proposals (RFP).

5. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instruction to Consultants

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

Section 6 - Standard Form of Contract Document.

6. Please acknowledge the receipt of this invitation within **………….** from receipt and

###### (a) indicate whether you will submit a proposal alone or in association; or

###### (b) send a regret letter clearly informing the reasons.

Yours sincerely,

# Section 2. Instructions to Consultants

1. Introduction

1.1 The Client named in the Data Sheet will select a firm among those listed in the Letter of Invitation, in accordance with the method of selection specified in the **Data Sheet** and detailed in the Guidelinesfor Procurement of Consultancy Services under IsDB Project Financing, April 2019. (revised February 2023)

1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal as specified in the **Data Sheet** for consulting services required for the assignment named in the **Data Sheet**. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.

1.3 The assignment shall be implemented in accordance with the phasing indicated in the **Data Sheet**. When the assignment includes several phases, the performance of the consultant under each phase must be to the Client's satisfaction before work begins on the next phase.

1.4 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain firsthand information on the assignment, consultants are encouraged to attend a pre-proposal conference if one is specified in the **Data Sheet**. Attending the pre-proposal conference is optional. The consultants’ representative should contact the officials named in the **Data Sheet** to obtain additional information on the pre-proposal conference.

1.5 The Client will provide the inputs specified in the **Data Sheet** and make available relevant project data and reports.

1.6 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

1.7 IsDB policy of requires that consultants provide professional, objective, and impartial advice and at all times hold the Client’s interests paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments or their own business interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client or Beneficiary.

1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:

(a) A firm which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, firms hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm’s earlier consulting services) for the same project.

(b) Consultants (including their personnel and sub-consultants) or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.

1.7.2 As pointed out in para. 1.7.1 (a) above, consultants may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in the **Data Sheet** and the factors used for the selection of the consultant should take the likelihood of continuation into account. It will be the exclusive decision of the Client whether or not to have the downstream assignment carried out, and if it is carried out, which consultant will be hired for the purpose.

1.7.3 The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by IsDB.

1.8 IsDB requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Attachment to the Contract.

1.9 In further pursuance of this policy, Consultants shall permit and shall cause their agents (where declared or not), sub-consultants, sub-contractors, service providers, suppliers, and their personnel, to permit IsDB to inspect all accounts, records and other documents relating to any shortlisting process, Proposal submission, and contract performance (in the case of award),and to have them audited by auditors appointed by IsDB.

1.10 Consultants shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by IsDB in accordance with the above Para 1.8.

1.11 Consultants shall furnish information as described in the Financial Proposal submission form (Section 4A) on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal, and to execute the work if the firm is awarded the contract.

2. Clarification and Amendment of RFP Documents

2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the **Data Sheet** before the proposal submission date. Any request for clarification must be sent in writing by electronic mail to the Client’s address indicated in the **Data Sheet**. The Client will respond by electronic mail to such requests.

2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal

3.1 Consultants are requested to submit a Proposal as per Paragraph 1.2 written in the language(s) specified in the **Data Sheet**.

**Technical Proposal**

3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

(i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with another consultant invited for this assignment only with approval of the Client as indicated in the **Data Sheet**. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment. The consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants.

(ii) For assignments on a staff-time basis, the estimated number of professional staff-days is given in the **Data Sheet**. The proposal shall, however, be based on the number of professional staff-months estimated by the firm.

(iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.

(iv) Proposed professional staff must, at a minimum, have the experience indicated in the **Data Sheet**, preferably working under conditions similar to those prevailing in the country of the assignment.

(v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

(vi) Reports to be issued by the consultants as part of this assignment must be in the language(s) specified in the **Data Sheet**. It is desirable that the firm’s personnel have a working knowledge of the Client’s national language.

3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

(i) A brief description of the firm’s organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount, and firm’s involvement.

(ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).

(iii) A description of the methodology and work plan for performing the assignment (Section 3D).

(iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).

(v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.

(vi) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).

(vii) Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

**Financial Proposal**

3.6 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of document. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures.

3.7 The Financial Proposal should clearly estimate, as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law, on the consultants, the sub-consultants, and their personnel (other than nationals or permanent residents of the Recipient’s country), unless the **Data Sheet** specifies otherwise.

3.8 Consultants may express the price of their services in any internationally used currency. The consultants may not use more than three foreign currencies. The Client may require consultants to state the portion of their price representing local cost in the national currency if so, indicated in the **Data Sheet**.

3.9 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission form (Section 4A).

3.10 The **Data Sheet** indicates how long the proposals must remain valid after the submission date. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

4.1 The original proposal (Technical Proposal and, if required, Financial Proposal as indicated in Paragraph 1.2 shall be prepared in electronic format.

4.3 For each proposal, the consultants shall prepare the number of copies indicated in the **Data Sheet**.

4.4 The Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the **Data Sheet**. Any proposal received after the closing time for submission of proposals shall be returned. The Proposals must be submitted electronically.

4.5 After the deadline for submission of proposals, the Technical Proposal shall be opened by the evaluation committee and evaluation conducted. For the Financial Proposals, these will be opened in the presence of the shortlisted Consultants’ authorized representatives who choose to attend (online as specified in the **Data Sheet**). **The Financial Proposal shall remain with an independent authority until all submitted technical proposals are evaluated**.

5. Proposal Evaluation

**General**

5.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the Notification of Intention to Award the Contract. Exceptions to this provision are where the Client notifies Consultants of the results of the evaluation of the Technical Proposals.

5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including any reviews and issuance by IsDB of a "no objection" letter, is concluded.

**Evaluation of Technical Proposals**

5.3 The Client’s evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the **Data Sheet.**

5.4 In the case of Quality-Based Selection, Selection Based on Consultant’s Qualifications, and Single-Source Selection*,* the highest ranked firm or firm selected on a single-source basis is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with Paragraph 1.2 and the Data Sheet.

**Public Opening and Evaluation of Financial Proposals: Ranking (QCBS, Fixed-Budget, and Least-Cost Selection Methods Only)**

5.5 After the technical evaluation is completed and IsDB has issued its no objection (if applicable), the Client shall notify those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score advising them the following:

(i) their Proposal was not responsive to the RFP and TOR or did not meet the minimum qualifying technical score;

(ii) provide information relating to the Consultant’s overall technical score, as well as scores obtained for each criterion and sub-criterion;

(iii) their Financial Proposals will be returned unopened after completing the selection process and Contract signing; and

(iv) notify them of the date, time and location of the public opening of the Financial Proposals and invite them to attend.

5.6 The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The notification shall provide information relating to the Consultant’s overall technical score, as well as scores obtained for each criterion and sub-criterion. The opening date shall not be sooner than 10 calendar days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

5.7 The Financial Proposals shall be opened publicly in the presence of the consultants’ representatives who choose to attend. The name of the consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors, and convert prices in various currencies to the single currency specified in the Data Sheet. The official selling rates used, provided by the source indicated in the **Data Sheet**, will be those in effect on the date indicated in the **Data Sheet**. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed under the applicable law; and to be applied to foreign and non-permanent resident consultants (and to be paid under the contract, unless the consultant is exempted), and estimated as per Paragraph 3.7.

5.9 In case of **QCBS***,* the lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the **Data Sheet**.Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights (*T* = the weight given to the Technical Proposal; *P* = the weight given to the Financial Proposal; *T* + *P* = 1) indicated in the Data Sheet: . The firm achieving the highest combined technical and financial score will be invited for negotiations.

5.10In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Proposal within the budget (“evaluated” price). Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest proposal (“evaluated” price) among those that achieved the minimum technical score. In either case the selected firm is invited for negotiations.

6. Negotiations

6.1 Negotiations will be held at the address indicated in the **Data Sheet** with the Consultant’s representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant. The aim is to reach agreement on all points and sign a contract.

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the contract.

6.3 The financial negotiations will include a clarification (if any) of the firm’s tax liability in the Client’s country, and the manner in which it will be reflected in the contract; and will reflect the agreed technical modifications in the cost of the services. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS, Fixed-Budget Selection, and the Least-Cost Selection methods.

6.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

6.5 The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the firm will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

**Standstill Period**

7.1 The Contract shall not be awarded earlier than the expiry of the Standstill Period. The Standstill Period shall be ten (10) Business Days unless extended in accordance with Paragraph 7.6. The Standstill Period commences the day after the date the Client has transmitted to each Consultant (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. Where only one Proposal is submitted, or if this contract is in response to an emergency situation recognized by IsDB, the Standstill Period shall not apply.

**Notification of Intention to Award**

7.2 The Client shall send to each Consultant (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract to the successful Consultant. The Notification of Intention to Award shall contain, at a minimum, the following information:

* + 1. the name and address of the Consultant with whom the client successfully negotiated a contract;
    2. the contract price of the successful Proposal;
    3. the names of all Consultants included in the short list, indicating those that submitted Proposals;
    4. where the selection method requires, the price offered by each Consultant as read out and as evaluated;
    5. the overall technical scores and scores assigned for each criterion and sub-criterion to each Consultant;
    6. the final combined scores and the final ranking of the Consultants;
    7. a statement of the reason(s) why the recipient’s Proposal was unsuccessful, unless the combined score in (f) above already reveals the reason;
    8. the expiry date of the Standstill Period; and
    9. instructions on how to request a debriefing and/or submit a complaint during the Standstill Period.

**Notification of Award**

7.3 Upon expiry of the Standstill Period, specified in Paragraph 7.1 or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period, the Client shall, send a notification of award to the successful Consultant, confirming the Client’s intention to award the Contract to the successful Consultant and requesting the successful Consultant to sign and return the draft negotiated Contract within eight (8) Business Days from the date of receipt of such notification.

**Contract Award Notice**

7.4 Within ten (10) Business Days from the date of notification of award such request, the Client shall publish the Contract Award Notice which shall contain, at a minimum, the following information:

1. name and address of the Client;
2. name and reference number of the contract being awarded, and the selection method used;
3. names of the consultants that submitted proposals, and their proposal prices as read out at financial proposal opening, and as evaluated;
4. names of all Consultants whose Proposals were rejected or were not evaluated, with the reasons therefor;
5. the name of the successful consultant, the final total contract price, the contract duration and a summary of its scope;

**Debriefing by the Client**

7.5 On receipt of the Client’s Notification of Intention to Award referred to in Paragraph 7.2, an unsuccessful Consultant has three (3) Business Days to make a written request to the Client for a debriefing. The Client shall provide a debriefing to all unsuccessful Consultants whose request is received within this deadline.

7.6 Where a request for debriefing is received within the deadline, the Client shall provide a debriefing within five (5) Business Days, unless the Client decides, for justifiable reasons, to provide the debriefing outside this timeframe. In that case, the standstill period shall automatically be extended until five (5) Business Days after such debriefing is provided. If more than one debriefing is so delayed, the standstill period shall not end earlier than five (5) Business Days after the last debriefing takes place. The Client shall promptly inform, by the quickest means available, all Consultants of the extended standstill period

7.7 Where a request for debriefing is received by the Client later than the three (3)-Business Day deadline, the Client should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of Public Notice of Award of contract. Requests for debriefing received outside the three (3)-day deadline shall not lead to extension of the standstill period.

7.8 Debriefings of unsuccessful Consultants may be done in writing or verbally. The Consultants shall bear their own costs of attending such a debriefing meeting

**Signing the Contract**

7.9 The Contract shall be signed prior to the expiration of the Proposal Validity Period and promptly after expiry of the Standstill Period, specified in Paragraph 7.1 or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period.

7.10 The firm is expected to commence the assignment on the date and at the location specified in the **Data Sheet**.

**Procurement Related Complaint**

7.11 The procedures for making a Procurement-related Complaint are as specified in the **Data Sheet**.

8. Information to Consultants

**Data Sheet:**

**Reference to the Standard Clauses of the Instruction to Consultants**

* 1. The name of the Client is: **[*Islamic Finance Advisory and Technical Assistance Division*]**

The method of selection is: **………………………………….**

1.2. Technical and Financial Proposals are requested: **Yes**

A Technical Proposal only is requested: **No**

The name, objectives, and description of the assignment are:

**…………………………………….**

1.3 The assignment is phased: **………...**

1.4 A pre-proposal conference will be held: **………………………….**

The name(s), address (es), and telephone numbers of the Client’s official(s) are:

**…………………….**

2.1 Clarifications may be requested up to **7** days before the submission date.

The address for requesting clarifications is: **………………………...**

3.1 Proposals should be submitted in the following language(s): **English**

3.2 (i) Short-listed firm/entity may associate with other short-listed firm: **…...**

(ii) The consulting assignment is expected to undertake ……………………….

(iii) Reports that are part of the assignment must be written in the following language(s): English

3.3 Taxes: The selected consulting firm is responsible for all its tax related matters.

3.4 Proposals must remain valid **…. days** after the submission date.

4.1 Consultants must submit each proposal in English in electronic format only.

4.2 The proposal submission address is:

**Technical Proposals**

**……………………….**

**Financial Proposals**

**………………………..**

Information on the outer cover page should also include:

**…………………………….**

4.3 Proposals must be submitted no later than the following date and time:

**…………………………….**

* 1. The maximum number of points to be given under each of the evaluation criteria are:

|  |  |  |
| --- | --- | --- |
| **No.** | **Criteria** | **Max Score** |
| 1. | Adequacy of the Consultant’s qualifications and specific experience (as a firm) related to this assignment in the following areas:   1. …………………………… 2. …………………………….. 3. ………………………………….. | 30 points  [10]  [10]  [10] |
| 2. | Adequacy of the proposed work plan and methodology in responding to the Terms of Reference with a clear unambiguous implementation plan   * + - 1. Understanding of the Assignment       2. Technical Approach and Methodology       3. Suitability of Implementation Plan | 30 points  [10]  [10]  [10] |
| 3. | Adequacy of the Qualifications and competence of the Key Experts for the Assignment:   * + - 1. Team Leader / Project Manager       2. ………………………..       3. …………………………. | 40 points  [20]  [10]  [10] |
|  | **Total Points** | **100 points** |

The minimum Qualifications and competence of the Key Experts are:

* Team Leader/ Project Manager: ……………………...
* Senior Expert: ………………………………...
* Senior Expert: ………………………………….

The numbers of points to be given under each evaluation sub-criteria for qualifications of Key Expert is determined based on three sub-criteria and relevant weightings as follows:

**Points**

**(i) General qualifications 20%**

**(ii) Adequacy for the project 60%**

**(iii) Experience in subject matter 20%**

**Total Points: 100%**

The minimum technical score required to qualify is **80**

5.4 The single currency for price conversions is: **…………………….**

5.5 The weights given to the technical and Financial Proposals are: **………………...**

6.1 The procedures for making a Procurement-related Complaint are detailed in the “[Guidelines](http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework) for Procurement of Consultancy Services Under IsDB Project Financing April 2019 (Revised February 2023) (Annex B).” If a Consultant wishes to make a Procurement-related Complaint, the Consultant shall submit its complaint following these procedures, in writing (by the quickest means available, such as by email or fax), to:

**For the attention**: *……………………*

**Title/position**: *……………………….*

**Client**: *…………………………...*

**Email address***:* …………………….

In summary, a Procurement-related Complaint may challenge any of the following:

1. the terms of this Request for Proposal;
2. the Client’s decision to exclude a Consultant from the procurement process prior to the award of contract; and
3. the Client’s decision to award the contract.

7. 1 The assignment is expected to commence on **……………….**..

# Section 3. Technical Proposal - Standard Forms

3A. Technical Proposal submission form.

3B. Firm’s references.

3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.

3D. Description of the methodology and work plan for performing the assignment.

3E. Team composition and task assignments.

3F. Format of curriculum vitae (CV) for proposed professional staff.

3G. Time schedule for professional personnel.

3H. Activity (work) schedule.

## 3A. Technical Proposal Submission Form

[*Location, Date*]

To: [*Name and address of Client*]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Request for Proposal dated [*Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [*Date*] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

## 3B. Firm’s References

**Relevant Services Carried Out in the Last Five Years**

**That Best Illustrate Qualifications**

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

|  |  |  |
| --- | --- | --- |
| Assignment Name: | | Country: |
| Location within Country: | | Professional Staff Provided by Your Firm/Entity(profiles): |
| Name of Client: | | No. of Staff: |
| Address: | | No. of Staff-Months; Duration of Assignment: |
| Start Date (Month/Year): | Completion Date (Month/Year): | Approx. Value of Services (in Current US$): |
| Name of Associated Consultants, If Any: | | No. of Months of Professional Staff Provided by Associated Consultants: |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: | | |
| Narrative Description of Project: | | |
| Description of Actual Services Provided by Your Staff: | | |

Firm’s Name:

## 3C. Comments and Suggestions of Consultants on the Terms of Reference and on Data, Services, and Facilities to be provided by the Client

On the Terms of Reference:

1.

2.

3.

4.

5.

On the data, services, and facilities to be provided by the Client:

1.

2.

3.

4.

5.

## 3D. Description of the Methodology and Work Plan for Performing the Assignment

## 3E. Team Composition and Task Assignments

|  |  |  |
| --- | --- | --- |
| **1. Technical/Managerial Staff** | | |
| Name | Position | Task |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **2. Support Staff** | | |
| Name | Position | Task |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## 3F. Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm/Entity: Nationality:

Membership in Professional Societies:

Detailed Tasks Assigned:

**Key Qualifications:**

[*Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.*]

**Education:**

[*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

**Employment Record:**

[*Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.*]

**Languages:**

[*For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*]

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date:

*[Signature of staff member and authorized representative of the firm]* *Day/Month/Year*

Full name of staff member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 3G. Time Schedule for Professional Personnel

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Months (in the Form of a Bar Chart) | | | | | | | | | | | | |
| Name | Position | Reports Due/Activities | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Number of Months |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Subtotal (1) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Subtotal (2) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Subtotal (3) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Subtotal (4) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Full-time: Part-time:

Reports Due:

Activities Duration:

Signature:

(Authorized representative)

Full Name:

Title:

Address**:**

## 3H. Activity (Work) Schedule

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. Field Investigation and Study Items** | | | | | | | | | | | | | |
|  | ***[1st, 2nd, etc. are months from the start of assignment.]*** | | | | | | | | | | | | |
|  | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th | 11th | 12th |  |
| Activity (Work) |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **B. Completion and Submission of Reports** | |
| Reports | Date |
| 1. Inception Report |  |
| 2. Interim Progress Report  (a) First Status Report  (b) Second Status Report |  |
| 3. Draft Report |  |
| 4. Final Report |  |

# 

# Section 4. Financial Proposal - Standard Forms

4A. Financial Proposal submission form.

4B. Summary of costs.

4C. Breakdown of price per activity.

4D. Breakdown of remuneration per activity.

4E. Reimbursable per activity.

4F. Miscellaneous expenses.

## 4A. Financial Proposal Submission Form

[*Location, Date*]

To: [*Name and address of Client*]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Request for Proposal dated [*Date*] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [*Amount in words and figures*]. This amount is exclusive of the local taxes, which we have estimated at [*Amount(s) in* *words and figures*].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [*Date*].

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

|  |  |  |
| --- | --- | --- |
| Name and Address  of Agents | Amount and  Currency | Purpose of Commission  or Gratuity |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

## 4B. Summary of Costs

|  |  |  |
| --- | --- | --- |
| Costs | Currency(ies)[[1]](#footnote-1) | Amount(s) |
| Subtotal  Local Taxes  Total Amount of Financial Proposal |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## 4C. Breakdown of Price per Activity

|  |  |  |
| --- | --- | --- |
| Activity No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Activity No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Price Component | Currency(ies) | Amount(s) |
| Remuneration  Reimbursable  Miscellaneous Expenses  Subtotal |  |  |

## 4D. Breakdown of Remuneration per Activity (Optional)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Names | Position | Input[[2]](#footnote-2) | Remuneration  Currency(ies) Rate | Amount |
| Regular staff  Local staff  Consultants  Grand Total |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## 4E. Reimbursable per Activity (Refer to Section 5 ToR Reimbursable Expenses)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| No. | Description | Unit | Quantity | Unit Price In | Total Amount In |
| 1.  2.  3.  4.  5. | International flights \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Miscellaneous travel expenses  Subsistence allowance  Local transportation costs[[3]](#footnote-3)  Office rent/accommodation/  clerical assistance | Trip  Trip  Day |  |  |  |
|  | Grand Total |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## 4F. Miscellaneous Expenses (Optional)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Activity Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| No.  1.  2.  3.  4. | Description  Communication costs between  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (telephone, telegram, telex)  Drafting, reproduction of reports  Equipment: vehicles, computers, etc.  Software  Grand Total | Unit | Quantity | Unit Price | Total Amount  \_\_\_\_\_\_\_\_\_\_\_\_\_ |

# 

# Section 5. Terms of Reference

1. About the Islamic Development Bank
2. Background
3. Objective(s) of the Assignment
4. Scope of Services and Expected Deliverables
5. Consulting Firm Selection Procedure
6. The Consulting Firm will be procured through ……….
7. Qualification and Experiences Benchmark
8. Reporting Requirements and Time Schedule for Deliverables
   1. Reporting Requirement
   2. Time Schedule for Deliverables
9. Estimated Cost of the Proposed Consulting Assignment

The consulting assignment is expected to undertake 120 working days, based on 8 hours a day working day calculation. This remuneration fee includes all expenses to be incurred by the consultant, including professional fees, office/premises expenses, surveys, training programs, sundry expenses and all others required to complete the deliverables of this project as per expectations of the hiring department. This portion of estimates represent the remuneration fee of the selected consulting firm.

1. Where consultant (one senior representative) will be required to undertake physical travel, IsDB will cover the consultant’s round-trip airfare, hotel nights for the duration of stay in location, ground transportation expenses (to/from airport), and visa fees. This portion of estimates represent the reimbursable expenses component of the consulting job. The consultant will NOT be paid any per diem.
2. Payment Schedule

The payment schedule to the consultant will be based on delivery of the following specific deliverables:

1. Client’s Input and Counterpart Personnel
   1. Client’s Input

The Client shall make available to the Consultant, all documents and information relating to the assignment.

* 1. Instructions to Consulting Firms

**Clarification mechanism:**

**Proposals Validity:**

The consultant is expected to have fully read and understood **ALL sections** of this ToR document to comprehend the expectations of the hiring department from this project.

# Section 6. Contract Form

****

##### ISLAMIC DEVELOPMENT BANK

**Standard Form of Contract**

**Lump Sum Contract**

**Country:** [*Insert: Name of Country*]

**Project Name:** [*Insert: Name of Project*]

**Financing No:** [*Insert: Number of Financing*]

**Date:** [*Insert: Date*]

**SAMPLE CONTRACT FOR CONSULTING SERVICES**

**SMALL ASSIGNMENTS**

**LUMP-SUM CONTRACT**

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between [*insert Client’s name]* (“the Client”) having its principal place of business at *[insert Client’s address]*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s address].*

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

**1. Services.**

1. The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
2. The Consultant shall provide the personnel listed in Annex B, “Consultant’s Personnel,” to perform the Services.
3. The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex C, “Consultant’s Reporting Obligations.”

**2. Term.**

The Consultant shall perform the Services during the period commencing *[insert starting date]* and continuing through *[insert completion date]*, or any other period as may be subsequently agreed by the parties in writing.

**3. Payment**.

*A. Ceiling*

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of *[insert ceiling amount].* This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration and of the reimbursable expenditures as defined in the Contract.

*B. Schedule of Payments*

The schedule of payments is specified below:[[4]](#footnote-4)1

*[Insert amount and currency]* upon the Client's receipt of a copy of this Contract signed by the Consultant as advance payment against submission of unconditional advance payment bank guarantee;

*[Insert amount and currency]* upon the Client's receipt of the draft report, acceptable to the Client; and

*[Insert amount and currency]* upon the Client's receipt of the final report, acceptable to the Client.

*[Insert amount and currency]* Total

*C. Payment Conditions*

Payment shall be made in *[specify currency]*, no later than **30** days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

**4. Project Administration**

*A. Coordinator.*

The Client will notify the name of the Coordinator to the consultant before the starting date; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

*B. Reports.*

The reports listed in Annex C, “Consultant's Reporting Obligations,” shall be submitted during the assignment and will constitute the basis for the payments to be made under paragraph 3.

*C. Records and Accounts*

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant’s records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

**5. Performance Standards**.

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory

**6. Confidentiality**.

The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

**7. Ownership of Material**.

Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.[[5]](#footnote-5)2

**8. Consultant not to be engaged in Certain Activities**.

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

**9. Insurance**.

The Consultant will be responsible for taking out any appropriate insurance coverage.

**10. Assignment**.

The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

**11. Law Governing Contract and Language**.

The Contract shall be governed by the laws of *[insert Recipient]*, and the language of the Contract shall be[[6]](#footnote-6)3 *[insert language].*

**12. Fraud and Corruption**

The Consultant and their personnel shall not engage in corrupt, fraudulent, collusive, coercive, or obstructive practice as defined in the Guidelines for Procurement of Consultant Services Under IsDB Project Financing (Extract provided in Attachment for ease of reference). The Beneficiary and IsDB reserve the right to reject a proposal of award; remove personnel; cancel financing for the portion of the contract; and/or seek sanctions against the Consultant if it is determined that the Consultant engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a IsDB-financed contract.

**13. Dispute Resolution**

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration or as otherwise agreed.

**14. Entry into force**

This Contract shall come into force and effect upon signature by both parties and fulfillment of the following conditions:

----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed by their duly authorized representatives in ----------------- copies in the city of ------------------------

on the day and year first above written.

FOR THE CLIENT FOR THE CONSULTANT

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attachment 1: IsDB’s Policy – Corrupt and Fraudulent Practices**

[“*Notes to the Client”: the text in this Attachment 1 shall not be modified*]

Guidelines for Procurement of Consultancy Services under ISDB Project Financing, April 2019 (Revised February 2023)

**Fraud and Corruption:**

1.20 It is IsDB policy to require that Beneficiaries as well as Consulting Firms and Individual Consultants, and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or Suppliers, and any personnel thereof, observe the highest standard of ethics during the selection and execution of IsDB financed contracts[[7]](#footnote-7). In pursuance of this policy, the requirements of *IsDB Group Anti-Corruption Guidelines on Preventing and Combating Fraud and Corruption in IsDB Group-Financed Projects and Cross Debarment Agreement* shall be observed at all times. IsDB:

1. Defines, for the purposes of this provision, the terms set forth below as follows:
2. “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
3. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
4. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
5. “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and
6. “obstructive practice” is deliberately destroying, falsifying, altering, or concealing of evidence material to an investigation or making false statements to investigators in order to materially impede an IsDB investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of IsDB inspection and audit rights provided for under Paragraph 1.20(e) below.
7. Will reject a Proposal for award if it determines that the Consultant recommended for award, or any of its personnel, or its agents, or its sub-Consultants, sub-contractors, service providers, Suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
8. Will declare misprocurement and cancel the portion of the Project Financing allocated to a contract if it determines at any time that representatives of the Beneficiary or of a recipient of any part of the proceeds of IsDB Project Financing were engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the selection process or the implementation of the contract in question, without the Beneficiary having taken timely and appropriate action, satisfactory to IsDB, to address such practices when they occur, including by failing to inform IsDB in a timely manner at the time they knew of the practices;
9. Will sanction a Firm or an individual, at any time, in accordance with prevailing IsDB sanctions procedures[[8]](#footnote-8), including by publicly declaring such Firm or individual ineligible, either indefinitely or for a stated period of time:
10. to be awarded a IsDB financed contract; and
11. to be a nominated sub-contractor, Consultant, sub-Consultant, Supplier, or service provider of an otherwise eligible Firm being awarded a IsDB-financed contract; and
12. Will require that a clause be included in the RFP and in contracts financed by IsDB requiring Consultants, and their agents, personnel, sub-consultants, sub-contractors, service providers, or Suppliers, to permit IsDB to inspect all accounts, records, and other documents relating to the submission of Proposals and contract performance, and to have them audited by auditors appointed by IsDB.

**List of Annexes**

**Annex A:** Terms of Reference and Scope of Services

**Annex B:** Consultant’s Personnel

**Annex C:**  Consultant’s Reporting Obligations

# Section 7. Notification of Intention to Award

**[*This Notification of Intention to Award shall be sent to each Consultant whose Financial Proposal was opened. Send this Notification to the authorized representative of the Consultant].***

For the attention of Consultant’s authorized representative

Name: *[insert authorized representative’s name]*

Address: *[insert authorized representative’s address]*

Telephone/Fax numbers: *[insert authorized representative’s telephone/fax numbers]*

Email Address: *[insert authorized representative’s email address]*

***[IMPORTANT: insert the date that this Notification is transmitted to all Consultants. The Notification must be sent to all Consultants simultaneously. This means on the same date and as close to the same time as possible.]***

**DATE OF TRANSMISSION**: This Notification is sent by: [*email/fax*] on [*date*] (local time)

**Notification of Intention to Award**

**Client:** *[insert the name of the Client]*

**Contract title:** *[insert the name of the contract]*

**Country:** *[insert country where RFP is issued]*

**Financing No.:** *[insert reference number for financing]*

**RFP No:** *[insert RFP reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

1. request a debriefing in relation to the evaluation of your Proposal, and/or
2. submit a Procurement-related Complaint in relation to the decision to award the contract.
3. **The successful Consultant**

|  |  |
| --- | --- |
| **Name:** | [*insert name* *of successful Consultant*] |
| **Address:** | [*insert address* *of the successful Consultant*] |
| **Contract price:** | [*insert contract price* *of the successful Consultant*] |

1. **Short listed Consultants *[INSTRUCTIONS: insert names of all short-listed Consultants and indicate which Consultants submitted Proposals. Where the selection method requires it, state the price offered by each Consultant as read out, and as evaluated. Include overall technical scores and scores assigned for each criterion and sub-criterion. Select Full Technical Proposal (FTP) or Simplified Technical Proposal (STP) in the last column below.]***

| **Name of Consultant** | **Submitted Proposal** | **[*use for FTP*]**  **Overall technical scores** | **[*use for STP*]**  **Overall technical scores** | **Financial Proposal price (if applicable)** | **Evaluated Financial Proposal price**  **(if applicable)** | **Combined score and ranking (if applicable)** |
| --- | --- | --- | --- | --- | --- | --- |
| [*insert name*] | [*yes/no*] | **Criterion (i):** [*insert score*]  **Criterion (ii):** [*insert score*]  **Criterion (iii):** [*insert score*]  Sub-criterion a:  1: [*insert score*]  2: [*insert score*]  3: [*insert score*]  Sub-criterion b:  1: [*insert score*]  2: [*insert score*]  3: [*insert score*]  Sub-criterion c:  1: [*insert score*]  2: [*insert score*]  3: [*insert score*]  **Total score: [*insert score*]** | **Criterion (i):** [*insert score*]  **Criterion (ii):** [*insert score*]  Sub-criterion a: [*insert score*]  Sub-criterion b: [*insert score*]  Sub-criterion c: [*insert score*]  **Total score: [*insert score*]** | [*Proposal price*] | [*evaluated price*] | **Combined Score:**  [*combined score*]  **Ranking:**  [*ranking*] |
| [*insert name*] | [*yes/no*] | **Criterion (i):** [*insert score*]  **Criterion (ii):** [*insert score*]  **Criterion (iii):** [*insert score*]  Sub-criterion a:  1: [*insert score*]  2: [*insert score*]  3: [*insert score*]  Sub-criterion b:  1: [*insert score*]  2: [*insert score*]  3: [*insert score*]  Sub-criterion c:  1: [*insert score*]  2: [*insert score*]  3: [*insert score*]  **Total score: [*insert score*]** | **Criterion (i):** [*insert score*]  **Criterion (ii):** [*insert score*]  Sub-criterion a: [*insert score*]  Sub-criterion b: [*insert score*]  Sub-criterion c: [*insert score*]  **Total score: [*insert score*]** | [*Proposal price*] | [*evaluated price*] | **Combined Score:**  [*combined score*]  **Ranking:**  [*ranking*] |
| [*insert name*] | [*yes/no*] | **Criterion (i):** [*insert score*]  **Criterion (ii):** [*insert score*]  **Criterion (iii):** [*insert score*]  Sub-criterion a:  1: [*insert score*]  2: [*insert score*]  3: [*insert score*]  Sub-criterion b:  1: [*insert score*]  2: [*insert score*]  3: [*insert score*]  Sub-criterion c:  1: [*insert score*]  2: [*insert score*]  3: [*insert score*]  **Total score: [*insert score*]** | **Criterion (i):** [*insert score*]  **Criterion (ii):** [*insert score*]  Sub-criterion a: [*insert score*]  Sub-criterion b: [*insert score*]  Sub-criterion c: [*insert score*]  **Total score: [*insert score*]** | [*Proposal price*] | [*evaluated price*] | **Combined Score:**  [*combined score*]  **Ranking:**  [*ranking*] |
| [*insert name*] | … |  |  |  |  |  |
| … | … |  |  |  |  |  |

1. **Reason/s why your Proposal was unsuccessful [*Delete if the combined score already reveals the reason*]**

|  |
| --- |
| ***[INSTRUCTIONS; State the reason/s why this Consultant’s Proposal was unsuccessful. Do NOT include: (a) a point by point comparison with another Consultant’s Proposal or (b) information that is marked confidential by the Consultant in its Proposal.]*** |

1. **How to request a debriefing [*This applies only if your proposal was unsuccessful as stated under point (3) above*]**

|  |
| --- |
| **DEADLINE: The deadline to request a debriefing expires at midnight on [*insert date*] (local time).**  You may request a debriefing in relation to the results of the evaluation of your Proposal. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.  Provide the contract name, reference number, name of the Consultant, contact details; and address the request for debriefing as follows:  **Attention**: [*insert full name of person, if applicable*]  **Title/position**: [*insert title/position*]  **Agency**: [*insert name of Client*]  **Email address**: [*insert email address*]  **Fax number**: [*insert fax number*] ***delete if not used***  If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.  The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.  If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice. |

1. **How to make a complaint**

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| **DEADLINE: The deadline for submitting a Procurement-related Complaint challenging the decision to award the contract expires on midnight, [*insert date*] (local time).**  Provide the contract name, reference number, name of the Consultant, contact details; and address the Procurement-related Complaint as follows:  **Attention**: [*insert full name of person, if applicable*]  **Title/position**: [*insert title/position*]  **Agency**: [*insert name of Client*]  **Email address**: [*insert email address*]  **Fax number**: [*insert fax number*] ***delete if not used***  [At this point in the procurement process] [Upon receipt of this notification] you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.  Further information:  Guidelines for the Procurement of Consultancy Services under IsDB Project Financing April 2019 (Revised February 2023)  For more information see the “Guidelines for the Procurement of Consultancy Services under IsDB Project Financing April 2019 (Revised February 2023) (Annex B).” You should read these provisions before preparing and submitting your complaint.  In summary, there are four essential requirements:   1. You must be an ‘interested party’. In this case, that means a Consultant who has submitted a Proposal in this selection process and is the recipient of a Notification of Intention to Award. 2. The complaint can only challenge the decision to award the contract. 3. You must submit the complaint within the deadline stated above. 4. You must include, in your complaint, all the information required by the Guidelines (as described in Annex B). |
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1. **Standstill Period**

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| **DEADLINE: The Standstill Period is due to end at midnight on [*insert date*] (local time).**  The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.  The Standstill Period may be extended. This may happen where we are unable to provide a debriefing within the five (5) Business Day deadline. If this happens, we will notify you of the extension. |

If you have any questions regarding this Notification, please do not hesitate to contact us.

On behalf of [*insert* *the name of the Client*]:

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title/position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Maximum of three currencies plus the local currency. [↑](#footnote-ref-1)
2. Staff months, days, or hours as appropriate. [↑](#footnote-ref-2)
3. Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client. [↑](#footnote-ref-3)
4. 1 Modify, in order to reflect the output required, as described in Annex C. [↑](#footnote-ref-4)
5. 2 Restrictions about the future use of these documents and software, if any, shall be specified at the end of paragraph 7. [↑](#footnote-ref-5)
6. 3 The law selected by the Client is usually the law of its country. However, IsDB does not object if the Client and the Consultant agree on another law. The language shall be Arabic, English or French, unless the Contract is entered into with a domestic firm, in which case it can be the local language. [↑](#footnote-ref-6)
7. 5In this context, any action taken by a Contractor or Consultant or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, Suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper. [↑](#footnote-ref-7)
8. 5In this context, any action taken by a Contractor or Consultant or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, Suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper.

   suspension or early temporary suspension in connection with an ongoing sanctions proceeding. [↑](#footnote-ref-8)