Invitation for Expression of Interest (IEOI) – Individual Consultant

Invitation for Expression of Interest (IEOI)

Date: 11/08/2020

**Preparation of Project Completion Report (PCR) of the IsDB funded project Kahir Storage Dam project, Iran.**

1. The Islamic Development Bank (IsDB) has approved an administrative budget for financing consulting services ***(the Services)*** for the above project. The Terms of Reference (TOR) of the Services is in **Appendix A.** The Services will be provided by an individual consultant ***(the Consultant)*** who may be a self-employed professional or an employee of a consulting firm. IsDB will select and engage the Consultant in accordance with the IsDB Corporate Procurement Policy (Policy). The consultant for the assignment will be engaged based on a Fixed Budget Selection method.
2. IsDB now invites Expressions of Interest (EOI) from potential applicants for consideration by IsDB in selecting qualified candidates.
3. The Consultant should complete the EOI Form in **Appendix B** and submit it along with his/her CV.
4. The full set of documents should be submitted through email to the following authorized IsDB representative, not later than 27/08/2020 (08:00 PM GMT):

**Mr. Yousef Yousef**

**Email:** [**YYousef@isdb.org**](mailto:YYousef@isdb.org)

**Appendix A:** Terms of Reference of the Assignment

**Appendix B:** EOI Form

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

TERMS OF REFERENCE

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

**Project 1:**

|  |
| --- |
| **Project Names: 1-** Kahir Storage Dam (IRN0074)  **Project objective:** The main objective of the project is to provide the people of  Chahbahar and Konarak cities with a dependable and sustainable source of potable water for domestic and industrial use and to provide water for the irrigation of 5,000 Hectares in the project area. The objectives will be achieved through the construction of a multipurpose dam on Kahir seasonal river to regulate the flow of the river. The dam will also provide protection against seasonal floods.  **Project Location:** Kahir river- Iran  **Executing Agency:** The Executing Agency of the project will be Sistan & Baluchistan  Regional Water Authority (SBRWA).  **Co-financers and External Partners**: The Islamic Development Bank provides Istisna'a' financing to SBRWA for an amount of Euro 69.18 million representing 42% of the total project cost. The remaining 58% to be finance by the Iranian government.  **Duration of assignment:** 2 months  **Starting Date:** 01/09/2020  **Field Visit:** September 2020 |

Project Background:

1. The Government of Iran (GOl) requested, in June 2006, the assistance of lOB to finance the construction of a Dam on Kahir River. The project also includes the associated irrigation, drainage, water conveyance lines and a water Treatment plant. While regulating Kahir river flow and ensuring flood protection, this multi-purpose dam will provide water for domestic, industrial and irrigation purposes. The total cost of the project is estimated at EuroI67.63 million, of which lsDB is proposed to finance through Istisna'a, an amount of Euro 69.18 million.
2. After collecting information about the feasibility of the project during the project preparation mission (November 2008), IsDB hired a consultant to prepare a full feasibility study.
3. Based on the feasibility study (February 2009), the appraisal mission took place on March 2009.
4. The IsDB’s Board of Executive Directors approved in June 2009
5. The project scope covers the following components
   * + Dam, saddle Dam & Hydro Mechanical equipment
     + Design and supervision Consultancy services.
     + Irrigation & Drainage Network.
     + Water Treatment Plant and Water Supply Networks.
     + Project Management Consultant (PMC)
     + Financial auditing

IDB involvement would be by way of Istisna'a for an amount of Euro 69.18 million to cover the cost related to: (i) the main dam, the saddle dam &EIM equipment, (ii) the PMC, and (iii) the financial auditing services.

Design and supervision consultancy service, irrigation & drainage network and water treatment plant and water supply networks to be fully financed by the GOI.

The project goal was to assist in reducing the present high soil salinity and improving its fertility. The current situation is a consequence of the deterioration of the existing irrigation and drainage systems and the inadequate operation and maintenance that has taken place in recent years.

1. The total cost of the project is estimated at US$ 93.208 million. IsDB is proposed to finance part of the total cost of the project through Istisna'a operation for an amount not exceeding US$ 52.649 million to cover the cost of construction of new pumping station (Civil and Mechanical) No.3, construction of 15 Km long intake canal M2, reconstruction of 68.30 km long drainage collector in Djizzakh and improvement of Secondary and Tertiary irrigation canals and drainage collectors in the Mirzaabad district of Syrdarya region.
2. The IsDB proposed financing also include consultancy services (detailed design, preparation of tender documents and construction supervision), Project Management Unit (PMU), the project start-up workshop and familiarization visit, project financial auditing and related contingencies. The remaining cost of the project is proposed to be financed by the OFID for US$ 12.723 million, KFAED for US$ 14.634 million and the remaining balance of US$ 13.202 million is expected to be covered by the GoUz.
3. The E/A of Kahir Dam project is the Sistan & Baluchistan Regional Water Authority (SBRWA). It is a subsidiary of the MOE of the Islamic Republic of Iran. Arrangements about the (SBRW A) are authorized by the decree of the Islamic Republic of Iran (President Deputy Strategic Planning and Control) (PDSPC) NoJ09/112602 dated 19 Nov. 2007, and the order ofthe MOE No. 45373/20/100 dated 9 Sep. 2007.
4. MOE carries out the executive functions in fields of water, sewerage and power. SBRWA senior management consists of a chairman and 2 deputies; one is responsible for Operation and Quality Control, and the other is heading the programming & methods Improvement. The total number of staff of SBRWA is about 220. The head office is located in Zahedan with 138 staff members. Kahir storage dam, irrigation & drainage network administration offices comprise 30 staff located in three offices. The main responsibilities of SBRWA are to study, develop, protect and exploit water resources, producing hydroelectric power, development, utilization and maintenance of aquatic and electrical constructions according to the responsibilities included under the related regulations and policies of MOE.
5. Towards the project completion, the IsDB is required to conduct an overall evaluation of the project to capture overall achievements as compared to its intended outputs and outcomes detailed in the *Results-Based Logical Framework* of the project (Annex-1). In addition, this PCR should identify and document knowledge, experience, and lessons from the project implementation for the future improvement of the process as well as sharing the generated knowledge in other operations of the IsDB member countries.
6. **Description of the Assignment**
7. **Objectives**
8. The Social Infrastructure Division of the Economic and Social Infrastructure Department, Global Practices, IsDB is seeking the Evaluation Consultancy Services to assist IsDB to conduct a PCR of the project Kahir Storage Dam Project, Iran (IRN0074). The service shall be performed within a period of 3 months starting from first week of June 2020, or any other period as may be subsequently agreed by both parties in writing.
9. The Project Completion Report (PCR) serves as a basis of comparison between the expected state of the project at the time of appraisal and its actual state at the time of the completion. It is a vital document that records how the project was implemented to allow the post-evaluation team to draw lessons to be learned by IsDB and its beneficiary(s) in order to improve the design and performance of future projects. Thus, it constitutes the first step of the post-evaluation exercise, a self-evaluation instrument that provides basic data against which the IsDB may assess its progress over time and benchmark its performance against other financing institutions. The PCR shall capture and analyze information on the various cycles of the project including (i) the quality-at-entry standards applied through the Readiness Review (ii) the results-based logical framework to guide results-based monitoring, (iii) the implementation progress and results report and (iv) the PCR enhancing quality-at-exit through an increased focus on results, risks and lessons learned.
10. **Expected Outputs of the Consultant**
11. The Consultant will prepare two Project Completion Reports (PCRs) for the project Kahir Storage Dam (IRN0075) according to IsDB standards, guidelines, and procedures. The Consultant's report of the assignment should be based on the IsDB standard template of PCR, which is attached in Annex-2.
12. Two knowledge products will be prepared (around 15 pages) based on specific lessons learned of the project.
13. **Scope of the assignment**
14. The scope of the assignments are as follows:
15. Provide a detailed description of all aspects for completing the project, including any significant corrective measures to be implemented or continued by the various stakeholders.
16. Analyze the performance and achievements of the project in terms of implementation plans and objectives fixed during the initial evaluation (Project Appraisal Document - Report and Recommendations of the President (PAD and RRP) to the Board of Executive Directors (BED). The analysis should address the following questions:

* To what extent did the Project achieve its overall objectives?
* What and how much progress has been made towards achieving the overall outputs and outcomes of the project (including contributing factors and constraints);
* To what extent were the results (impacts, outcomes and outputs) achieved?

1. Assess the project in terms of relevance, efficiency, effectiveness and sustainability

The assessment shall answer the following questions:

i). **Relevance – Assess the relevance of the project to the GoI and IsDB**

* Was the project relevant to the identified needs?
* Was the project relevant to the IsDB strategic priorities
* Were the inputs and strategies identified, and were they realistic, appropriate and adequate to achieve the results?

ii). **Effectiveness**- Describe the management processes and their appropriateness in supporting delivery

* Was the project effective in delivering expected results (time and budget)?
* Was the project implemented according the schedule?
* How does the actual project implementation schedule compare with the initial schedule?
* What are the reasons for any deviations from the original schedule?
* Analyze financial results, the total project cost, financing plan, and disbursements against the estimates made during the appraisal.
* How effective were the strategies and tools used in the implementation of the project?
* How effectively did the project respond to the need of the beneficiaries?

**iii). Efficiency** – Of Project Implementation

* Do the deliveries of the project justify the costs incurred?
* Were the made available resources efficiently utilized?
* Did project activities overlap and duplicate other similar interventions?
* Are there more efficient ways and means of delivering more and better results (outputs and outcomes) with the available resources?
* Could a different approach have produced better results?

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

* Does the project cause natural resources depilation in the long run?
* Were the local communities and stakeholders consulted during the project implementation?
* To what extent are the project revenue to cover its O&M costs?
* Does the Executing Agency possess the technical capacity for the project operation?
* Did the project address the training needs for operation and maintenance?
* What is the likelihood of continuation and sustainability of project outcomes and benefits after completion of the project?
* Describe key factors that will require attention in order to improve prospects of sustainability of Project outcomes and the potential for replication of the approach?

**v). Lessons learned- what are the lessen:** The recommendations should provide comprehensive proposals for future interventions by answering inter alia the following questions:

* What are the main lessons that have emerged?
* What are the recommendations for similar future interventions?
* What are the problems and obstacles encountered during the implementation of the project?
* How did the project financial management processes and procedures affect project implementation?
* What are the strengths, weaknesses, opportunities and threats of the project’s implementation process?
* What are the future intervention strategies and issues?

1. Evaluate the performance of the IsDB, consultants, the borrower Go and relevant partners.
   1. Visit the project sites (i.e. Irrigation and Drainage Schemers, Pump Station and witness achievements of the outcomes as well as coordination and communication among the different stakeholders;
   2. Identify issues and lessons learned from the project and provide recommendations;
   3. Complete the PCR as per the standard reporting template of the Bank incorporating visual (i.e. maps, photos, graphs, tables, posters, plans, etc.) on the project;
   4. Prepare a knowledge product.
2. **Detail task of the assignment**
3. The tasks of the Consultant are as follows:
   1. Coordinate the communication to and interface with Executing Agency, the Ministry of Water Resources and other key stakeholders;
   2. Prepare a questionnaire for the stakeholders’ interviews of each project.
   3. Initiate the required meetings, interviews, and visits to the project area for close communication with key stakeholders.
   4. The draft-1 PCR to be submitted to IsDB for review and clearance before proceeding to the field. It should include, among other things: (i) the key information of the project; (ii) major changes in the country's economy and events which may have affected the sector and the project; (iii) known changes in the scope of the project; (iv) project output and outcome indicators to be quantified during the mission; and (vi) brief explanation in each section of the key elements/questions to be assessed during the field mission, stakeholders to be met, and challenges that the Consultant may face. This report will be reviewed by the Bank together with the Consultant through conference call Microsoft Team.
   5. Field visit following the clearance of Executing Agency and IsDB, the consultant proceeds with the field visit: (i) visit the site(s) of the project as per the scope of the project and expected outputs; (ii) hold thorough on-the-ground discussions with the stakeholders including the Executing Agency, Project Management Units, concerned Development Partners, and end-beneficiaries; (iii) collect all necessary information concerning project implementation, output and outcomes; and (iv) collect photographs & videos of the project outputs and beneficiaries upon consent of the concerned parties.
   6. If necessary, the IsDB team will join the field visit and the consultant should provide/contribute all the required support to facilitate the discussions with all the stakeholders;
   7. The draft-2 PCR is a further elaboration and completion after the field visit of the Consultant and should point out and explain the eventual variations in terms of project cost, implementation schedule, financing plan and stakeholders’ performance. On top of updating the information that is in the draft-1 PCR, it should include among other things: (i) evaluation of the performance of the executing agency, the Bank, the contractors, based on available information; and (ii) lessons learnt and the Consultant’s recommendation to the Bank and the Country concerning project implementation and sector intervention.
   8. The draft-2 PCR should draw attention to the variation from the position envisaged at the time of the appraisal. Assess and verify the results delivered by the project against the project outputs and outcomes detailed in the *Results-Based Logical Framework* of the project (Annex-1);
   9. The draft-2 PCR should be shared with the Executing Agency for review and comments and capture the EA’s view of the challenges met during implementation and recommendation for future intervention.
   10. The final draft PCR should be submitted to IsDB revise based on the field visit, feedback from IsDB and Executing Agency;
   11. Prepare a knowledge product of 15 pages on specific lessons learned and relevant annexes, such as graphs, photos, videos and maps (i.e. Consultant could consider using GIS-RS analysis for comparing before and after salinity and land use of the project area).
   12. Prepare a short presentation slide highlighting key issues and lessons learned from the sites' visit (i.e. slide highlighting key issues and lessons learnt from the project summarizing the main findings of the exercise). The Consultant may participate and defend the report in a conference call using SfB to the IsDB Committee (Experts Team at Global Practices of the IsDB). Otherwise, IsDB will select a representative to present the report and take all comments to be conveyed to the Consultant.
   13. Finalize the PCR based on the final feedback of the IsDB and the Executing Agency;
4. **Deliverable:**
5. The Consultant will produce the following major outputs:
6. An Inception Report detailing methodology and work plan;
7. Supporting documents including:

* Semi-structured interviews questionnaires
* List of interviewees
* Brief note summarizes the interviewees

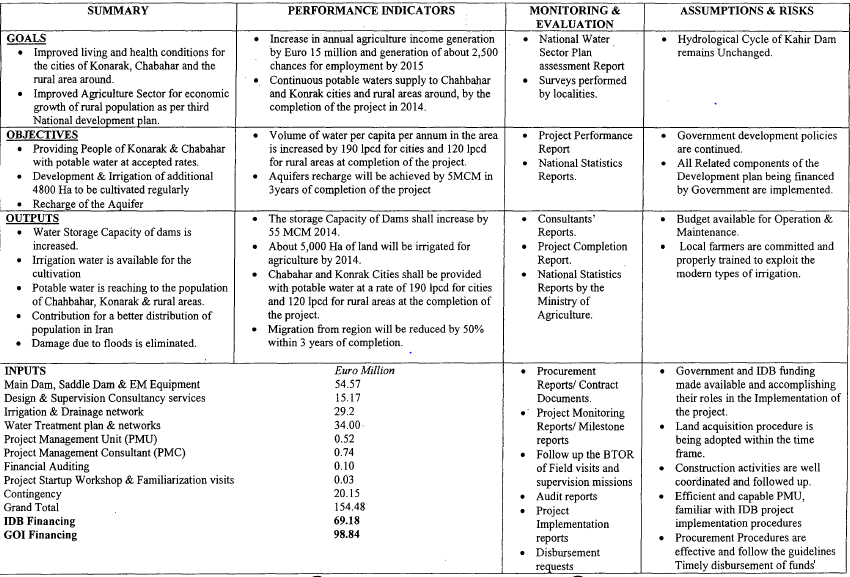
1. The first draft PCR as per the attached PCR standard format.
2. The Final PCR based on the feedback of the IsDB and the Executing Agency;
3. A knowledge product of 15 pages on specific lessons learned.
4. **Time Frame of the Assignments:**
5. The assignment shall be over 3 months (June to August 2020), with a total duration of 28 working days.
6. The IsDB Social Infrastructure Division - Global Practice (SID-GP), Water Sector Team will supervise the Consultant. The SID-GP Team will provide overarching supervision to the process and will provide feedback and guidance to achieve the goal and specific objectives of the consultancy.
7. All deliverables are expected to be finalized through rigorous consultative meetings and in-depth discussions with the Executing Agency, the Ministry of Water Resources and key stakeholders at District, Region and National levels and relevant parties.
8. **Qualification and Requirements:**
9. The Consultant must have the following minimum qualification and requirements:
   1. MSc degree in Civil Engineering, or relevant fields in the water sector or another related field Economics, Environmental Engineering;
   2. Work experience in handling similar consultancy tasks in preparation of the PCRs, project evaluation and project management of the Multilateral Development Banks’ (MDBs’) will be a strong asset;
   3. Language skills fluency in written and spoken English and Persian;
   4. Knowledge of analytical and statistical tools;
   5. Knowledge of the region and the subject is needed.
10. **Evaluation Criteria:**
11. The contract will be awarded to the highest-ranked technical proposal within the available fixed budget. Financial proposals exceeding the budgetary limit shall not be considered. The following criteria will be used for evaluation of technical proposals:

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

1. **Budget and Payment Schedule**
2. The total estimated overall fixed budget for this assignment is **Euro 6,500**, and the financial proposal shall not exceed this budget. Payments are linked to deliverables as defined below:
   1. Advance payment in the amount of 20% of the Contract Price upon receipt by the Bank, the Inception Report detailing methodology and work plan;
   2. Second progress payment in the amount of 30% of the Contract Price upon receipt and written acceptance of the first draft PCR Report by the Bank; and
   3. Final payment in the amount of 50% of the Contract Price upon receipt and written acceptance of the Final Report and the knowledge product by the Bank.
3. The remuneration perceived by the Consultant includes all his/her costs and profits as well as any tax obligations that may be imposed on the Consultants.
4. **Contract Administration:**

* **Client's Input:** the SID-GP team will provide access to all required documents (i.e. Bank's standard template for Project Completion Report (PCR), Project Appraisal Document, PAD-RRP, Detailed Technical Documents, Project Progress Reports, Relevant Official Communications on the project, etc.);
* **Logistics:** The Executing Agency, the Ministry of Water Resources will make necessary arrangements related to field visits;
* **Confidentiality:** The Consultant shall not, during the term of this Contract and within 3 years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the IsDB's business or operations without the prior written consent of the IsDB;
* **Ownership of Material:** Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the IsDB under this Contract shall belong to and remain the property of the IsDB.

Annex 1. Results-Based Logica Framework of the project (page-1)



Annex 2. Technical Evaluation Sheets for Consultants Team

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

Appendix B

Expression of Interest (EOI) by Applicant

Preparation of Project Completion Report (PCR) of the IsDB funded project: Kahir Storage Dam, Iran

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

**Mr Yousef Yousef**

**Email:** [**YYousef@isdb.org**](mailto:YYousef@isdb.org)

Dear Mr. Abdulrasheed Hassan Gul, Islamic Development Bank (IsDB).

I have read your Invitation carefully for Expression of Interest (IEOI) for the captioned assignment/project and find the Terms of References (TOR) and Scope of Work match my skill mix and experiences for providing the services required in the TOR. I would like to express my interest in being considered for the assignment. I understand that IsDB does not have an obligation that I must be selected.

I have attached to this EOI my Curriculum Vitae (CV) for your consideration. Some of the key information is highlighted below:

**I. Personal Profile**

|  |
| --- |
| Nationality:  Date of Birth:  Permanent Address:  Phone No.:  Email: |

**II. Past Consultancy Assignment References**

*[****Notes to consultant:*** *Please select most relevant consultancy assignments you have recently completed to demonstrate your technical qualifications and experience.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period** | **Client** | **Project** | **Country** | **Your role (As lead consultant or as member of a team?)** | **Value of the**  **Contract** |
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**III. Availability**

I shall be available for the services from *\_\_\_\_\_\_\_\_\_\_\_\_* to*\_\_\_\_\_\_\_\_\_\_\_\_.*

**IV. Eligibility Declaration**

I, the undersigned, certify to the best of my knowledge and belief:

I have read terms of reference (TOR) and Scope of Work (Appendix A), for this assignment.

I confirm that the project references submitted as part of this EOI accurately reflect the experience of myself.

I confirm that I have ever been convicted of an integrity-related offense or crime related to theft, corruption and fraud.

I understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with IsDB’s Integrity and Anti-corruption Policy.

{day/month/year}

Name of the Applicant Signature Date

Financial Proposal Format

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item** | **Unit** | **Qty** | **Unit Cost**  **(US$)** | **Total**  **(US$)** |
| 1 | Professional Fees (unit rate) per day[[1]](#footnote-1) | Man. days |  |  |  |
| 2 | Expenses during the field visits | Man. days |  |  |  |
| 3 | Expenses for domestic travel | Lump-sum |  |  |  |
|  | **Total:** |  |  |  |  |

{day/month/year}

Name of the Applicant Signature Date

Curriculum Vitae (CV)

**Position Title and No.:** *{Individual Consultant for Preparation PCR}*

**Name of Expert:** *{Insert full name}*

**Date of Birth:** *{day/month/year}*

**Country of Citizenship/Residence:**

**Contact information:**

\_\_\_

**Education:**

*{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}*

**Employment record:**

*{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Please mark if the assignment is considered relevant to the assignment.}*

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and title/position. Contact information for references** | **Country** | **Summary of activities**  **(Comment if relevant to the Assignment)** |
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Membership in Professional Associations and Publications: \_\_\_

Skills (language, technical, computer, others): \_\_\_

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification and/or sanctions by the Bank.

{day/month/year}

Name of Expert Signature Date

|  |  |
| --- | --- |
|  | Yes / No |
| 1. *I am employed by the concerned Agency / (ies) related to this consultancy assignment* |  |
| 1. *I was involved with the preparation of the terms of reference for this consultancy assignment* |  |
| 1. *I am not currently debarred by a multilateral development bank or other similar institutions (If yes, identify who)* |  |

Appendix C

IsDB Standard Template of Project Completion Report (PCR)

Table of Contents

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Item** | **Page** |
|  | *Abbreviation* |  |
|  | *Currency equivalents* |  |
|  | *Executive summary* |  |
| 1 | Project information |  |
| 2 | Project performance assessment |  |
| 3 | Bank’s performance |  |
| 4 | Beneficiary performance |  |
| 5 | Performance of other stakeholders |  |
| 6 | Lessons learnt |  |
| 7 | Recommendations and follow-up actions |  |
| 8 | Knowledge Product (Summary) |  |
| 9 | Compliance with financing covenants |  |
| 10 | Overall score and rating |  |

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

1. *Includes any overhead costs while working at place of residence.* [↑](#footnote-ref-1)