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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09/10/2018

Country: KYRGYZSTAN/ SEGP IC 18/02

Description of the assignment: International Consultant to assess needs of participating banks to strengthen capacity of bank employees and their clients

Project name: Strengthening capacities for sustainable development finance in the CIS region

Period of assignment/services (if applicable): November - December 2018 (25 effective person days)

Proposal Submission Address	United Nations Development House, 160, Chuy Avenue, Bishkek, Kyrgyz Republic Receipt of bids will be made only during working hours from 09.00 – 17.00PM  Subject: SEGP IC 18/02 “International Consultant to assess needs of participating banks to strengthen capacity of bank employees and their clients” Incomplete proposals will be rejected at the moment of evaluation!
Deadline of Submission	Date and Time : 23 October 2018, 15:00 pm (+6 GMT, Bishkek time)
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid <sup>[1]</sup> , please refer to Conditions and Procedures for electronic submission and opening.
Conditions and Procedures for electronic submission and opening	<input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:tender.kgz@undp.org">tender.kgz@undp.org</a> <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only. The Proposal should be protected with separate password (please see instructions on <a href="http://www.images.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf">http://www.images.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf</a> ) <input checked="" type="checkbox"/> Password <u>must</u> not be provided to UNDP until the date and time of Bid Opening as indicated in Section “Instruction for Electronic Submission” below <input checked="" type="checkbox"/> Max. File Size per transmission: 10 MB; <input checked="" type="checkbox"/> Max. No. of transmission: unlimited  <input checked="" type="checkbox"/> Mandatory subject of email for the Technical proposal: “International Consultant to assess needs of participating banks to strengthen capacity of bank employees and their clients”; <input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission; <input checked="" type="checkbox"/> Time Zone to be Recognized: Kyrgyzstan (GMT+6); <u>Instruction for Electronic Submission</u> The Proposer may choose to submit the proposal by e-mail to <a href="mailto:tender.kgz@undp.org">tender.kgz@undp.org</a> . Having prepared the Proposal in paper format the entire Proposal should be scanned into .pdf (Adobe Acrobat) format file and attached to one or more e-mail(s).

<sup>[1]</sup> Ssecurity features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

	Please set-up a password to secure your Proposal which the Proposer should provide via e-mail on 23 October 2018, from 15:00 to 15:30 pm local time (GMT+6).
Date, time and venue for opening of Proposals	Date and Time: 23 October 2018, 15:30 pm (+6 GMT, Bishkek time) Venue : United Nations Development House, 160, Chuy Avenue, Bishkek, Kyrgyz Republic

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above: [procurement@seg.undp.kg](mailto:procurement@seg.undp.kg). UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

## 1. BACKGROUND

Global economy continues to experience deep recession which affects developing countries, as they have become more integrated than before, thanks to trade, FDI and remittances. Crisis also affected CIS countries, and in particular countries of Central Asia, including due to significant decrease in remittances inflow. Unsurprisingly, deterioration of macroeconomic conditions affects people's lives, as unemployment rate increases and incomes fall sharply. For example, in Armenia, decline in remittance inflows has led to loss of material prosperity in all households, domestic labor market has deteriorated due to job constraints, and unemployment rate in 2017 has increased to 16.5%. For this reason, for the time being, Central Asian governments are facing challenges in promoting employment growth, maintaining financial sustainability and protecting pro-poor spending. In order to solve above mentioned problems, additional foreign assistance is important for governments of countries to mitigate consequences of crisis in the region. Greater and more effective international support is also needed to implement rich Action Program for Sustainable Development until 2030, which requires additional resources and opportunities. Goal #8 of sustainable development is aimed at "strengthening capacity of national financial institutions to promote and expand access to banking, insurance and financial services for all".

In addition, Addis Ababa Action Program recognizes that it is often difficult for enterprises, especially SMEs, to obtain funding. It calls for increased lending and commitment to strengthen capacity of financial institutions, including through public training programs, capacity-building and knowledge exchange at regional and global levels.

The EDB resources can play a potential decisive role in accelerating growth, creating jobs, eliminating inequalities and providing access to development finance for the most disadvantaged, including small and medium-sized enterprises in rural areas.

Targeted support to potential EDB clients of member banks, as well as their clients, in strengthening capacity of bank employees and their clients to initiate, develop, implement and monitor projects must overcome barriers and accelerate investment flows into priority projects of national importance.

In this regard, UNDP seeks to find an experienced Consultant who will help assess needs of participating banks to strengthen capacity of bank staff and their clients in CIS region.

## 2. OBJECTIVE

Assessment of needs of participating banks to develop an action plan to strengthen capacity of bank employees and their clients, develop additional methodological materials, conduct training seminars (priority countries Republic of Armenia, Kyrgyz Republic, Republic of Belarus)

## 3. SCOPE OF WORK

Consultant will carry out his work under the direct supervision of the Deputy Head International Development Department, Eurasian Development Bank, who will accept and approve the results of the Consultant's work. On the part of UNDP, Sustainable Economic Growth Team Leader will guide and oversee the Consultant's work under the direct supervision by the and «Strengthening capacities for sustainable development finance in the CIS region» Project Coordinator.

Scope of work:

1. Conduct a research / survey of commercial banks to identify potential, problems in evaluation, development, implementation and monitoring of projects and credit lines
2. Develop an Action Plan to strengthen capacity of commercial banks and their clients

#### 4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Minimum University degree in economic or finance fields
- At least 5 years of experience in banking and finance, including international financial organizations
- Experience in banking sector, understanding of basic banking products, experience in conducting banking operations, lending to legal entities and individuals, including small and medium-sized enterprises (at least 2 recommendations confirming existing experience in the above areas to be provided)
- Experience in lending / investment / corporate finance in Russia and Central Asia is an advantage (to be indicated in P11/CV)
- Excellent knowledge of Russian and English.

#### 5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Confirmation of Interest and Submission of Financial Proposal as per template;
2. Current, complete and signed P11 form or CV
3. Copy of ID card
4. Copy of Diploma(s)
5. Recommendations confirming existing experience in banking sector, understanding of basic banking products, experience in conducting banking operations, lending to legal entities and individuals, including small and medium-sized enterprises

#### 6. FINANCIAL PROPOSAL

Lump sum contracts:

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Preferred currency of proposal: USD

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket and daily allowance exceeding UNDP rates. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 7. TRAVEL REQUIREMENTS

#	Destination	Number of travels	Number of nights	Total number of overnights
1	Erevan, Armenia	1	2	2
2	Minsk, Belarus	1	2	2
3	Bishkek, Kyrgyzstan	1	2	2

## 8. EVALUATION

Individual consultant will be evaluated based on the methodology of cumulative analysis.

The award of the contract of individual consultant should be made to the person whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Total score=Technical Score + Financial Score

Technical Criteria weight - 70%, 700 scores maximum

Financial Criteria weight - 30%. 300 scores maximum

Only candidates obtaining a minimum of 490 from 700 points in the Technical part of evaluation would be considered for the Financial Evaluation

The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$ , where

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposal

L= price of the lowest price proposal

Z=price of the proposal being evaluated

The selection of candidates will be done in 3 stages:

1st stage: Prior to detailed evaluation, all applications will be thoroughly screened against eligibility criteria (minimum qualification requirements) as set in the present TOR in order to determine whether they are compliant/non-compliant.

Eligibility Criteria	
1	Minimum University degree in economic or finance fields
2	At least 5 years of experience in banking and finance, including international financial organizations

2nd stage: Technical Evaluation/ Desk review

Short-listed candidates will be evaluated based on the following criteria:

Criteria	Weight	Max. Point
Technical:	70%	700
Experience, including:	64 %	Maximum 640 points, including:
At least 5 years of experience in banking and finance, including international financial organizations (30 points per every extra year of experience above 5 years)		300
Experience in banking sector, understanding of basic banking products, experience in conducting banking operations, lending to legal entities and individuals, including small and medium-sized enterprises (recommendations confirming existing experience in the above areas to be provided)		200

(100 points per each year)		
Experience in lending / investment / corporate finance in Russia and Central Asia is an advantage (35 points per each year of relevant experience)		140
<b>Skills, including:</b>	<b>6 %</b>	<b>Maximum 60 points, including:</b>
Excellent knowledge of Russian language 30 points- fluently 0 points – not fluently		30
Excellent knowledge of English language 30 points- fluently 0 points – not fluently		30
Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Desk review would be considered for the Financial Evaluation.		
Financial	30%	300

3rd stage: Financial evaluation (according to the method described above).

The candidate achieving the highest cumulative score for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting.

#### ANNEXES

ANNEX 1- INDIVIDUAL CONSULTANT TERMS OF REFERENCES

ANNEX 2 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

ANNEX 3 – P11 FORM