

Roza Choibaeva, UNDP Sustainable Economic Growth Programme and Policy Analyst/Team Leader
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TERMS OF REFERENCE

Project Name	Strengthening capacities for sustainable development finance in the CIS region (00107048)
Short title of Assignment:	Consultant to assess needs of participating banks to strengthen capacity
Duty station:	Home based with travels
Type of Contract:	Individual Contract
Duration of Contract:	25 effective person days (October-November 2019)

BACKGROUND

The Eurasian Development Bank (EDB) is an international financial organization designed to promote the economic growth of participating states, expand trade and economic relations between them and develop integration processes in the Eurasian space through investment activities.

In carrying out its activities, the EDB, in particular, provides debt financing to financial institutions (second-tier banks in member States). There is a clear need in the region to develop the capacity of second-tier banks (STBs) to access EDB financial resources and to improve procedures for the selection, preparation and implementation of second-tier Bank projects aimed at promoting socio-economic development at subnational and local levels. Another obstacle to resource mobilization from international financial institutions (IFIs) is the lack of understanding and qualification of second-tier banks to comply with EDB standard procedures.

EDB resources can play a potentially crucial role in accelerating growth, creating jobs, addressing inequalities and ensuring access to development Finance for the most disadvantaged segments of the population, including small and medium-sized enterprises in rural areas, energy efficiency projects.

Targeted support to potential clients of EDB second-tier banks, as well as their clients in strengthening the capacity of Bank employees and their clients in the initiation, development, implementation and monitoring of projects should overcome barriers and accelerate investment flows in priority projects of national importance.

The Bank has 5 programs to provide financial institutions with credit lines for support purposes:

- agro-industrial complex ("agribusiness Program»);
- small and medium-sized businesses ("SME Program»);
- microfinance ("MF Program»);
- trade Finance ("TF Program»);
- energy efficiency ("EE Program").

Currently, 23 banks participate in the implementation of EDB credit lines: 3 banks in Armenia; 6 banks in Belarus; 5 banks in Kazakhstan; 4 banks in Kyrgyzstan; 5 banks in the Russian Federation.

In this regard, EDB seeks to find an experienced Consultant who will help assess the needs of EDB's creditor banks to strengthen the capacity of Bank staff and their clients in the region in EDB member States.

Within The framework of activity 2 of the UNDP Project "capacity Building for financing sustainable development in the CIS region" it is planned to:

- Needs assessment of participating banks and their customers to strengthen the capacity of banks and development of the action plan on capacity-building (of priority country: Republic of Armenia, Kyrgyz Republic, Republic of Belarus).
- Technical assistance for the establishment of project Finance Advisory centres in selected local branches of these banks, which will provide advice to the Bank's field staff and attract local clients, as well as assist potential sub-borrowers in improving the quality of their projects and project proposals. The consultations of such centres may address issues related to the requirements for project feasibility studies, environmental and social assessments, financial and environmental management systems, records, project reporting, etc.

OBJECTIVE

An assessment of the needs of participating banks and their customers in technical assistance to strengthen the banks' potential.

SCOPE OF WORK

Consultant will carry out his work under the direct supervision of the EDB's authorized officer, who will accept and approve the results of the Consultant's work. On the part of UNDP, under the direct supervision of Policy Analyst/ Team Leader of Sustainable Economic Growth Programme and «Strengthening capacities for sustainable development finance in the CIS region» Project Coordinator.

Scope of work:

1. Conduct a survey/study of second-tier banks credited by the EDB, their clients, EDB representatives to determine the needs for organizing studies, trainings, seminars, preparation of methodical materials, etc.
2. Develop an action plan to strengthen the capacity of commercial banks and their clients (including EDB staff)
3. Preparation of the final report within the terms of Reference

FINAL DELIVERABLES

PRODUCTS	DEADLINE	PAYMENT STRUCTURE
Final report on completed activities approved by an authorized person from EDB including: - A report on the results of a study of second-tier banks credited by the EDB, with a proposal of measures within the framework of technical	After 30 days after signing contract	100%

<p>assistance to second-tier banks, including training, seminars, development of methodological materials, etc.</p> <p>- An action plan to strengthen the capacity of commercial banks and their customers (including for EDB employees).</p> <p>- A roadmap for the establishment of consulting centers for project financing in selected local bank branches, which will provide advice to local bank employees and attract local customers, as well as assist potential sub-borrowers in improving the quality of their projects and project proposals, including the preparation of business plans and feasibility studies. The list of consultation centers is being agreed with the EDB.</p>		
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REPORTING REQUIREMENTS

Accountability:

1. Above mentioned results must be accepted and signed by EDB's authorized officer, on the UNDP side UNDP Sustainable Economic Growth Team Leader and " Strengthening capacities for sustainable development finance in the CIS region" Project Coordinator. Accepted documents will be basis for payments (see table above).
2. All reports should be provided in both printed and electronic versions in Russian language, with detailed description of the fulfilled tasks, according to the present Terms of Reference, and the direct contribution of the expert. Analytical documents, reports and notes developed by expert should be attached to the reports as annexes, which will serve as a justification for payment.

QUALIFICATION REQUIREMENTS

- Minimum University degree in economic or finance fields
- At least 3 years of experience in investment and/or banking field in Central Asia and/or in the Caucasus states and/or Russian Federation.
- Experience in conducting surveys and/or consulting services (including those related to increasing the capacity of employees of financial organizations), and/or in developing guidelines, and/or conducting research and/or other information materials.
- Excellent knowledge of Russian. English language is an asset.

SCOPE OF PRICE PROPOSAL

Contracts based on lump-sum

- Lump-sum contract

Preferred Currency of Offer: United States Dollars (US\$)

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).

For local contractors in Kyrgyzstan UNDP shall effect payment in Kyrgyz Som based on the prevailing UN operational rate of exchange on the month of payment. The prevailing UN operational rate of exchange is available for public from the following link: <http://treasury.un.org/operationalrates/OperationalRates.aspx>

TERMS OF PAYMENT

The consultant is paid after completion of deliverable based on the table "deliverables" and on the submission and approval of the relevant deliverables. The contractor submits reports based on the results achieved in an agreed format and indicates all the actions taken during the implementation of the TOR. The reports are submitted in accordance with the established schedule to the Team Leader Sustainable Economic Growth Programme UNDP. Upon completion of the work, the Contractor submits the final report for approval to the UNDP «Strengthening capacities for sustainable development finance in the CIS region» Project after which the final payment will be made. The Team Leader Sustainable Economic Growth Programme is responsible person who will approve the report.

ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS

Statement of Medical Fitness for Work

Individual Consultants/Contractors whose assignments require travel and who are over 65 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN - approved doctor prior to taking up their assignment.

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

Inoculations/Vaccinations

Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

TRAVEL REQUIREMENTS

The assignment includes a requirement for a trip to the cities Yerevan, Minsk, Bishkek:

#	Destination point	# number of travels	# number of nights
1	Yerevan, Armenia	1	2
2.	Minsk, Belarus	1	2
3.	Bishkek, Kyrgyzstan	1	2

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.

SECURITY CLEARANCE

The Consultant/Contractor will be requested to undertake the BSAFE training. This requirement applies for all Consultants, attracted individually or through the Employer.

UNDP INPUT

Security charges are not applicable.