INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 08th March 2021

Country: South Africa

Type of Contract: International Individual Consultant

Description of the assignment: Mapping Of Successful Financing Strategies, Models For Covid-19 Relief, Recovery, And Resilience Of Msmes And Informal Enterprises In Africa

Project name: UNDP Finance Hub (Upstream Support)

Period of assignment/services (if applicable): 2.5 months

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than 12th March 2021 @ 16h00 South African time.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit, South Africa 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

Despite weak institutional and policy support, micro, small and medium enterprises (MSMEs) remain key drivers of economic growth and job opportunities in Sub Sharan Africa (SSA). COVID19 pandemic intensified pre-existing challenges of this vital segment of the economy, especially in relation to access to finance. A recent survey by the International Trade Center (ITC) focusing on francophone Africa shows that 63% to 79% of MSMEs have experienced loss of revenue and 32% of MSMEs consider the risk of shutting down within 6 months. Zooming into the Union Economique et Monétaire Ouest Africaine (UEMOA) region, a survey carried out by the Chambre Consulaire Regionale (CCR)\(^1\) finds that due to loss of revenue, 71% of MSMEs are concerned about their ability to recover economically from the pandemic.

While immediate relief measures were adopted throughout the UEMOA region, often in the form of temporary tax exemptions as well as direct disbursements and/or payment of arrears (typically utility and related) their relatively short-term in nature appears insufficient to alleviate MSMEs concerns. However, there are significant body of knowledge and experiences in the market that could be adopted and scaled up by governments to bridge MSMEs financing gap. In order to garner support from Governments, Development Finance Institutions (DFI), development partners and the private actors, the UNDP in Africa in partnership with the Government of Benin and BADEA will organize a public-private dialogue (PPD) under the theme of Financing strategies and practical solutions for COVID-19 relief, recovery and resilience of MSMEs and Informal Enterprises in UEMOA region.

This PPD is aimed at showcasing solutions successfully implemented in SSA to address the supply and demand side bottlenecks, identify best-practices of collaborative interventions involving the public sector, the private sector, traditional and innovative financial service providers, development partners and DFIs. The dialogue will purposefully aim at determining entry-points and formulating an appropriate strategy to scale-up the identified tools and ultimately improve the functioning of financial markets for MSMEs and informal enterprises.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The consultant is therefore required to map out and identify successfully implemented MSMEs targeted financing strategies, models and tools including de-risking mechanisms to mention a few. The assignment also involves mapping of relevant stakeholders involved in digital finance market and documenting case studies and information on fintech and e-commerce solutions for discussion at the PPD for adoption and scale up as part of COVID19 MSMEs recovery effort.

(For detailed information can be found in the terms of references)

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3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Has at least 5-10 years of experience providing similar services to international organizations,
- Expert knowledge on development finance and issues of MSMEs in Africa
- Experience organizing public private dialogues
- Experience with UN or other international organizations beneficial

i. QUALIFICATION AND EXPERIENCE OF LEAD CONSULTANT

Academic Qualification:
- At least Master’s Degree in development finance, development economics, business management, social Science, or related field.

Work Experience:
- A minimum of 10 years’ experience related to financial sector and development finance especially in Africa.
- Practical consulting experience conducting research, mappings, collecting and analyzing data, identifying gaps, and making recommendations for solutions in relation to access to finance, digital finance, de-risking instruments, e-commerce, mobile money.
- Experience with de-risking guarantees design and implementation is an asset.
- Experience in upskilling financial service providers in modern credit-scoring methods using data and fintech is an asset.
- Exposure to fintech and digital commerce solutions is an asset.
- Experience in resource mobilization strategy development is an asset.
- Proven strong analytical aptitude and writing skills is needed.
- Proven experience in developing knowledge products and presenting data and information for use by wider audiences.
- Strong communication, facilitation, and presentation skills, including outstanding communication skills in French and English.
- Hands on work experience in fields related to the assignment in SSA in general, and West Africa and UEMOA region is an asset.

Proven and solid knowledge and experience in providing similar service to international organizations, especially experience with Public Private Dialogue organization and facilitation processes is an advantage.
4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

- A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment.
- Evidence and examples of similar projects that have been successfully completed.
- Personal CV highlighting qualifications and experience in similar projects; and a statement of commitment regarding the availability of the personnel during the project duration in order to ensure successful completion of all deliverables within the required timeframe.
- Work references - contact details (e-mail addresses) of referees (organization for whom similar assignments have been produced);
- All-inclusive financial proposal indicating consultancy fee (South African Rand) and a breakdown of expenses (unit price together with any other expenses) related to the assignment. The proposal must incorporate all the costs travel etc. for the service provider to achieve the required deliverables.

5. 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).

**Travel:**
In case travel is requested, the costs including transport, lodging and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, prior to travel and will be covered and paid by UNDP on the basis of UNDP rates.
The fare will always be "most direct, most economical" and any difference in price with the preferred route will be paid for by the expert.
UNDP will not cover any costs associated with moving to the duty station. If applicant is requesting for such coverage the cost to be calculated and included in the financial proposal.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. **Lowest price and technically compliant offer**
When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:
a) responsive/compliant/acceptable, and
b) offering the lowest price/cost
"responsive/compliant/acceptable" can be defined as fully meeting the TOR provided.

Only candidates obtaining a minimum of 70% (70 points) would be considered for the Financial Evaluation.
ATTACHMENTS:

- TERMS OF REFERENCES (TOR)
- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS
- OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY
- P11 – PERSONAL HISTORY FORM