



Terms of Reference

Consultant for developing a manual of operations for a Credit Guarantee Scheme for Women and Youth Entrepreneurs for the Central Bank of The Gambia

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| Job Title: | Credit Guarantee Scheme Operations Manual Consultant |
| Department: | United Nations Capital Development Fund |
| Duration: | 3 months |
| Contract: | Individual Contract (IC) |
| Location: | Banjul, The Gambia |

1. Background

The UN Capital Development Fund makes public and private finance work for the poor in the world's 47 least developed countries (LDCs). UNCDF offers "last mile" finance models support financial inclusion to unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. Therefore, UNCDF has developed a global financing mechanism, the Local Finance Initiative (LFI), an investment mechanism and a set of tools that enable LDCs to unlock the flow of domestic capital to invest in local development. LFI supports public and private investments that have transformational impact in the local economies by providing technical expertise, seed capital, national credit guarantee schemes and financing mechanisms, to attract further financing from local domestic capital. Additionally, UNCDF is interested in enhancing its development activities in The Gambia, specifically to assist local women and youth entrepreneurs (SMEs) in the agricultural and tourism sectors to secure additional financing needed to enhance local economic and private sector development.

UNCDF's financing models work through three channels: (1) inclusive digital economies, which connects individuals, households, and small businesses with financial eco-systems that catalyze participation in the local economy, and provide tools to climb out of poverty and manage financial lives; (2) local development finance, which capacitates localities through fiscal decentralization, innovative municipal finance, and structured project finance to drive local economic expansion and sustainable development; and (3) investment finance, which provides catalytic financial structuring, de-risking, and capital deployment to drive SDG impact and domestic resource mobilization.

2. Task Description

The Central Bank of The Gambia (CBG) has requested UNCDF to help set up a credit guarantee scheme for women and youth SME entrepreneurs. The preliminary design of the credit



guarantee scheme has been conceptualized. This TOR is for hiring a consultant to develop a detailed management manual for operationalizing the credit guarantee scheme.

3. Scope of Work

The objective of this assignment is to secure the services of a consultant to:

- a) Draft Credit Guarantee Scheme operation manual
- b) Facilitate a workshop for sharing the draft manual
- c) Deliver the final manual after incorporating comments and inputs received from workshop and relevant stakeholders

Target users of the manual are:

- Microfinance and Development Finance Departments of the Central Bank of The Gambia
- Participating Financial Institutions (PFIs)

Proposed content of the manual should include, but not limited to:

- Templates (draft Agreement between CBG and PFI, Quarterly Reporting statement, Invocation of Guarantee, Scheme Portfolio Reporting Statement)
- Forms (PFI application for guarantee, Registration Form, Notice of Changes in Loan Terms)
- Eligibility criteria (nature/purpose of loan products, PFIs as lenders and SMEs as borrowers)
- Claims settlement (invocation of guarantee, subrogation of rights and recoveries of claims)
- Draft of relevant circulars (Guidelines of the Guarantee Scheme)
- Scheme Operation Guide/Manual (detailing processes such as approval, registration, portfolio monitoring, disbursement by CBG)

4. Collaboration/Reporting lines

The Consultant will work in close collaboration with the Microfinance and Development Finance Departments of the CBG, JSF Program Manager and the UNCDF Investment Officer with technical inputs from the LFI Global Secretariat and administrative support from the UNCDF Finance and Admin Analyst. All outputs are to be delivered to the UNCDF Global LFI Manager and the UNCDF JSF Program Manager and progress updates are to be delivered upon request. The contracted consultant will report to the UNCDF Gambia JSF Program Manager.



5. Deliverables

A detailed credit guarantee scheme operations manual to be used by CBG to support women and youth entrepreneurs working within the agriculture and tourism value chains

6. Timeline (from date of contract signing)

The duration of the assignment will be three months from 1st November 2021 to 31st January 2022.

7. Required Qualifications

The consultant should fulfil the following requirements:

- Professional work experience of at least 10 years; international experience as well as experience with financing operations in Gambia will be an added advantage
- Proven professional experience for supporting or designing credit guarantee schemes or risk-sharing facilities or related issues.
- Evidence of past experience in executing similar assignments
- Sound knowledge on national, regional, and global credit guarantee schemes/risk-sharing facilities frameworks and mechanisms.
- Proven competencies in research and facilitation skills, as well as ability to multi-task, deliver on time, meet tight deadlines and work with limited supervision
- Sound knowledge and experience on reporting and communications.
- Proven excellent communication and writing skills in English

8. Education

Bachelor's degree in relevant field of business, accounting, finance or economics. Master of Business Administration or advanced university degree (or its professional equivalent) in related field is required. Areas of specialized expertise could include banking, credit and risk management, SME support, and private sector policy.



9. Payment Milestones

| Payment milestone | Expected timeline (week starting) | Percentage of contract value |
|---|-----------------------------------|------------------------------|
| Operation manual of Credit Guarantee Scheme- Submission of first draft | 1 November to 31 January 2022 | 20% |
| Operation manual of Credit Guarantee Scheme- Submission of final draft | 1 November to 31 January 2022 | 20% |
| Operation manual of Credit Guarantee Scheme- Submission of final report | 1 November to 31 January 2022 | 60% |

10. Application

The consultant will be contracted by UNDP Gambia (on behalf of UNCDF Gambia) under UNDP's standard rules and regulations.

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

- Cover Letter; and Curriculum Vitae
- Outline of relevant work/field experience regarding fulfilling the advertised assignment
- Detailed technical proposal / work plan outlining the proposed methodology, consistent with the preferred approach and principles laid out in the TOR, and including a timeline
- Financial proposal (including fee and other relevant expenses)
- Names and email addresses of at least 3 references

11. Financial Proposal

The financial proposal shall specify a lump sum amount and payment is based upon delivery of the services specified in the TOR.

The **closing date** of this call for applications is **30, September 2021**. Please be advised that we can only notify shortlisted candidates for an interview.

