

Invitation for Expression of Interest (IEOI) – Individual Consultant

Date: 15/10/2020

Preparation of Project Completion Report (PCR) of the PCR for Strengthening the Employability of Youth during Tunisia transition to a Green Economy (TUN 0134)

1. The Islamic Development Bank (IsDB) has approved an administrative budget for financing consulting services (*the Services*) for the above project.
2. The Terms of Reference (TOR) of the Services are in **Appendix A**. The Services will be provided by an **individual national** consultant (*the Consultant*) who may be a self-employed professional or an employee of a consulting firm.
3. 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.
4. IsDB now invites Expressions of Interest (EOI) from potential applicants for consideration by IsDB in selecting qualified candidates.
5. The Consultant should complete the EOI Form in **Appendix B** and submit it along with his/her CV.
6. The full set of documents should be submitted through email to the following authorized IsDB representative, not later than 30/10/2020 (08:00 PM GMT):

Mr Yousef Yousef

Email: YYousef@isdb.org

Copied to: muali@isdb.org

7. Further information can be obtained at muali@isdb.org during office hours, i.e. 08:30 to 16:00 (07:00 PM GMT) on working days from Sunday to Thursday.

Appendix A: Terms of Reference of the Assignment

Appendix B: EOI Form

Appendix C: Detailed Evaluation Criteria

Appendix D: Project Completion Report (PCR) Template

ANNEX A

TERMS OF REFERENCE

For Individual Consulting Services for the Conduct of Project Completion Report (PCR) for IsDB supported project titled **Strengthening the Employability of Youth during Tunisia transition to a Green Economy (TUN 0134)**.

BACKGROUND AND CONTEXT

1. The Tunisian government considered strengthening the employability of its young generation to be instrumental in preparing the human resources necessary for achieving its overarching agenda for sustainable and inclusive economic development. In order to support the Government of Tunisia (GoT), the project *Strengthening the Employability of Youth during Tunisia's transition to a Green Economy (TUN 0134)* was launched in 2013.
2. The project was co-financed by the Middle East and North Africa Transition Fund (MENA TF) and the Tunisian Bank of Solidarity (BTS) and carried out jointly by the Government of Tunisia (GoT), the Islamic Development Bank (IsDB), and the Organization for Economic Co-operation and Development (OECD). The contribution of MENA TF, BTS and GOT stand at US\$ 4.47 million, \$1.75 million and \$300,000 respectively. The project implementation started in January 2014. The project implementation started in January 2014.
3. The project development objective is to support the Government of Tunisia (GoT) in its endeavor to set the Tunisian economy on a path of more sustainable and inclusive growth, in particular by strengthening the employability of Tunisian young generations. The specific aims of the project are as follows:
 - a. Develop a comprehensive action plan for youth in line with the goals of the National Employment Strategy, setting out practical policy guidelines conducive to the creation of an enabling environment for Tunisian youth to realize their work aspiration through the right skill mix needed to integrate themselves into the formal labor market.
 - b. Lay the essential ground for supporting the transition of the Tunisian economy towards a wide range of "new emerging sectors", particularly in the domain of the green economy.
4. Following the completion of implementation, the objective is to prepare Project Completion Report (PCR) for the above-mentioned project to conduct an overall evaluation of the project to capture overall achievements as compared to its intended outputs and outcomes, as well as to identify and document lessons learned during the implementation for future reference.

OBJECTIVES OF THE CONSULTANCY

5. The Social Infrastructure Division of the Islamic Development Bank (IsDB) is seeking the services of a Consultant to assist IsDB to conduct a PCR for the subject project. The service shall be performed within a period of (30) calendar days starting from November 1 or any other period as may be subsequently agreed by both parties in writing.
6. 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 the beneficiary country and its implementing partners in order to improve the design and performance of future projects. The PCR shall capture and analyze information on the various aspects of the project, including (i) analyzing context highlighting specific issues faced by Tunisia, assessment of the effectiveness of preparation; design; appraisal; with particular focus on implementation arrangements; (ii) evaluation of the performance of the main parties involved in implementation; (iii) assessing the problems encountered and the adequacy of the solutions adopted during the implementation; (iv) evaluation of operations and benefits, achievements and sustainability of the benefits; (v) recommendations based on the evaluation and lessons learned regarding future implementation and operations for similar projects.

EXPECTED OUTPUTS

7. The Consultant will prepare a Project Completion Report (PCR) for the project *Strengthening the Employability of Youth during Tunisia's transition to a Green Economy (TUN 0134)*. The Consultant will prepare the PCR based on the template, attached in Appendix D.

SCOPE OF THE SERVICES

8. The National Consultant will assist in the preparation of the PCR for the above-mentioned project. The scope of the assignments will include, but not necessarily be limited to the following:
 - a. Review the project documents and prepare the main text of the PCR and appendices;
 - b. Discuss with the Executing Agency (EA) officials and main parties involved in the implementation;
 - c. Make field visits to the cachement area (Wilaya of Bizerte) and conduct survey to collect feedback from beneficiaries (semi-structured interview);
 - d. Conduct Stakeholder workshop(s) to provide collective perspective;
 - e. Assess the performance and achievements of the project in terms of implementation plans and objectives fixed during the initial evaluation

(project appraisal as per the Report and Recommendations of the President (RRP) to the Board of Executive Directors (BED) and Application Document submitted to MENA-TF;

- f. Assess outputs, outcomes and impacts
- g. Review and evaluate the compliance with financial covenants;
- h. Analyze financial results, the total project cost, financing plan, and disbursements against the estimates made during the appraisal;
- i. Evaluate the performance of the IsDB, OECD, BTS, UNOPS, consultants, and GoT;
- j. Assess the performance of the monitoring and evaluation system;
- k. Identify problems and obstacles encountered during the implementation and formulate lessons learned;
- l. Complete the PCR as per the standard reporting template of the MENA - TF and IsDB incorporating visual (high-resolution pictures, posters, plans, etc.) on the project;
- m. Prepare a knowledge brief.

PERSONNEL REQUIRED

9. The work will need one national Consultant. The Consultant will hold overall responsibility for the organization and management of the activities and shall ensure the quality of all outputs with specific responsibility for leading the PCR and preliminary impact assessment. The Consultant will be the focal point for all communications between the Executing Agency, PMU, OECD, UNOPS, BTS, beneficiaries, and IsDB. Preferred qualifications include:
 1. Degree in Education/ social sciences/ economics/ engineering / with a master's or post-graduate degree;
 2. Five years' experience as a Project officer in international financing institutions or UN agencies. Experience of working in the preparation of project completion report/impact assessment will be required;
 3. Ten years' experience in preparing/monitoring/managing development programs for governments and international financing institutions;
 4. Extensive experience in organizational assessment and analysis, together with the preparation/assessment of capacity development programs;
 5. Experience in working in TVET projects will be considered as an advantage; and
 6. Excellent skills in English (written and spoken), and good report writing skills.

DELIVERABLE

10. The consultants will produce the following major outputs:

- a. An Inception Report detailing methodology and work plan;
- b. Supporting documents including:
 - Semi-structured interviews questionnaires
 - List of interviewees
 - Brief note summarizing the interviews
- c. Report on stakeholder workshops;
- d. A PCR as per the attached standard format (Appendix D);

11. Reporting, Location, and Time Frame of the Assignments:

- a. The assignment shall be over the period November to December 2020, with a total duration of fifteen working (25) days.
- b. The Consultant will be supervised by the IsDB Social Infrastructure Global Practice (SID GP) Education Sector team. 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.
- c. All deliverables are expected to be finalized through rigorous consultative meetings and in-depth discussions with the Ministry of Vocational Training and Employment and key partners at local and National levels and relevant stakeholders.

Evaluation Criteria:

12. The contract will be awarded to the highest-ranked technical proposal within the available budgetary limit. Financial proposals exceeding the budgetary limit shall not be considered. The following criteria will be used for evaluation of technical proposals:

-	General Qualification	: 30 points
-	Adequacy for the Assignment	: 50 points
-	Experience in the Sector	: 20 points
	Total	: 100 points

Estimated Budget and Payment Schedule

13. The total estimated overall budget for this assignment is USD\$ 9,500, exclusive of taxes, and the financial proposal shall not exceed this budget. Payments are linked to deliverables as defined below:

- a. Advance payment in the amount of 20% of the Contract Price upon receipt of the acceptance letter and signed contract by the Bank;
- b. Second progress payment in the amount of 45% of the Contract Price upon receipt and written acceptance of the Draft Report;

- c. Final payment in the amount of 35% of the Contract Price upon receipt and written acceptance of the Final Report; and
- d. 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.

14. Contract Administration:

Client's Input: Will provide access to all required documents (standard template for Project Completion Report (PCR) of MENA-TF and IsDB, Project Appraisal Document, Financing Agreement, detailed technical documents, Project Progress Reports, relevant official communications on the project, etc.).

Logistics: The EA 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 study report 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 B

EXPRESSION OF INTEREST (EOI) BY APPLICANT

Preparation of Project Completion Report (PCR) of Strengthening the Employability of Youth during Tunisia transition to a Green Economy (TUN 0134)

Date: _____

Mr Yousef Yousef

Email: YYousef@isdb.org

Dear Mr. Yousef.

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:

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 (Euro)	Total (Euro)
1	Professional Fees (unit rate) per day 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

¹ Includes any overhead costs while working at place of residence.

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)

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.

- | | Yes / No |
|--|--------------------------|
| (i) <i>I am employed by the concerned Agency / (ies) related to this consultancy assignment</i> | <input type="checkbox"/> |
| (ii) <i>I was involved with the preparation of the terms of reference for this consultancy assignment</i> | <input type="checkbox"/> |
| (iii) <i>I am not currently debarred by a multilateral development bank or other similar institutions (If yes, identify who)</i> | <input type="checkbox"/> |

Name of Expert

Signature

Date

ANNEX C: EVALUATION CRITERIA

Criteria	Scores
General Qualification	20
▪ Academic Qualification	10
▪ Language skills	10
Adequacy for the Assignment	50
▪ General Experience	20
▪ Experience with similar assignments	30
Experience in the Sector	20
▪ Sector and relevant sub-sectors	10
▪ Multi-lateral/International Organization	5
▪ National Exposure	5
Technical Scores	100

ANNEX D: PROJECT COMPLETION REPORT
PROJECT COMPLETION REPORT

INSTRUCTIONS AND TEMPLATE

Project Completion Report Instructions

Submission Required in English

Abbreviations

Currency Equivalents

Currency Equivalents at Appraisal	Currency Equivalents at Completion

1. BASIC PROJECT INFORMATION

Activity Name: <i>Enter activity name</i>			
Country Name: <i>Enter country name</i>		Name of Implementation Support Agency(ies): <i>Enter ISA name(s)</i>	
Name of ISA Project Leader: <i>Enter project leader name(s)</i>		Email of ISA Project Leader: <i>Enter project leader email address(es)</i>	
Recipient Entity: <i>Enter TC Recipient Entity</i>		Name and Email of Recipient Entity Contact: <i>Enter TC Recipient Entity Contact</i>	
Total Amount Approved by the Transition Fund (US\$): <i>Enter total amount approved including direct and indirect costs</i>	Revised Amount from Restructuring or Cancellation (US\$):	Total Amount Disbursed (Direct and Indirect in US\$): <i>Enter total amount of Transition Fund financing disbursed including direct and indirect costs</i>	Additional Funds Leveraged and Source(s), if any (US\$): <i>Enter co-financing amounts and sources of these funds</i>
Steering Committee Approval Date: <i>Select date of SC approval</i>	Project Implementation Start Date: <i>Select date of project implementation start</i>	Project Closing Date: <i>Select project closing date. Indicate if the closing date has been revised since the approval of the project</i>	Project Completion Report Date: <i>Select date of project completion report</i>
Pillar(s) to which Activity Responds (as per the proposal approved by the Steering Committee)	Primary Pillar (select only one):	<i>Choose an item.</i>	
	Secondary Pillar(s) (select as many as applicable):	<i>Choose an item. Choose an item. Choose an item.</i>	

2. SUMMARY OF RATINGS

Rating for outcomes achieved on the basis of the project development objectives:	<i>Choose an item.</i>
Rating for ISA performance during implementation:	<i>Choose an item.</i>
Rating for Transition Country performance during implementation:	<i>Choose an item.</i>
Rating for progress towards achievement of objective before closing:	<i>Choose an item.</i>
Rating for overall implementation progress before closing:	<i>Choose an item.</i>

4. PROJECT CONTEXT, DEVELOPMENT OBJECTIVES AND DESIGN

This section is descriptive, not evaluative and can be taken from other documents, e.g., the Transition Fund proposal or progress reports

4.1. Context at Preparation and Approval
<i>Brief summary of country and sector background, rationale for ISA assistance</i>
4.2. Original Project Development Objectives (PDO) and Key Indicators (as approved)
<i>Outline the PDO and key indicators as originally approved by the Steering Committee</i>
4.3. Revised Objectives, Key Indicators, and reasons/justification (if applicable)
<i>Outline any changes to the PDO and key indicators as approved by the Steering Committee providing appropriate justification for the changes.</i>
4.4. Original Components (as approved)
<i>Outline the components as originally approved by the Steering Committee</i>
4.5. Revised Components (if applicable)
<i>Outline any changes to the components with appropriate justification for the changes</i>
4.6. Other significant changes (if applicable)
<i>Such as in project design, scope and scale, implementation arrangements and schedule, and funding allocations</i>

5. KEY FACTORS AFFECTING IMPLEMENTATION AND OUTCOMES

5.1. Project Preparation, Design and Quality at Entry
<i>Including whether lessons of earlier operations were taken into account, risks and their mitigations identified, and adequacy of participatory processes, as applicable</i>

5.2. Implementation

Including any project changes/restructuring, mid-term review, red-flag status, and actions taken, as applicable

5.3. Monitoring and Evaluation (M&E) Design, Implementation and Utilization

Including any issues and their resolution, as applicable

5.4. Fiduciary Compliance

Focusing on issues and their resolution, as applicable

5.5. Post-completion Operation/Next Phase

Including sustaining reforms and institutional capacity, and next phase/follow-up operation, if applicable

5.6. Compliance with Financing Covenants

Sl. No.	Financing Covenant	Status of Compliance
1		
2		
3		

6. ASSESSMENT OF OUTCOMES

6.1. Relevance of Objectives, Design and Implementation

Outline relevance of objectives, design and implementation to current country and global priorities, and ISA assistance strategy

6.2. Achievement of Project Development Objectives

Including brief discussion of causal linkages between outputs and outcomes

6.3. Justification of Overall Outcome Rating

Rating: *Choose an item.*

Justification for rating (combining relevance, achievement of PDOs, and efficiency)

6.4. Overarching Themes, Other Outcomes and Impacts

(if any, where not previously covered or to amplify discussion above)

(a) Poverty Impacts, Gender Aspects, and Social Development

(b) Institutional Change/Strengthening (particularly with reference to impacts on longer-term capacity and institutional development)

(c) Other Unintended Outcomes and Impacts (positive or negative)

6.5. Summary of Findings of Beneficiary Survey, Impact Evaluation or Stakeholder Workshops

Only if applicable

7. ASSESSMENT OF ISA AND TRANSITION COUNTRY PERFORMANCE

(relating to design, implementation and outcome issues)

7.1. ISA Performance	
Rating for ISA Performance in Ensuring Quality at Entry:	<i>Choose an item.</i>
Rating for Quality of Supervision (including of fiduciary policies):	<i>Choose an item.</i>
Rating for Overall ISA Performance:	<i>Choose an item.</i>
Justification of Rating for Overall ISA Performance	
<i>Enter justification</i>	
7.2. Transition Country Performance	
Rating for Government Performance:	<i>Choose an item.</i>
Rating for Recipient Entity Performance:	<i>Choose an item.</i>
Rating for Overall Transition Country Performance:	<i>Choose an item.</i>
Justification of Rating for Overall Transition Country Performance	
<i>Enter justification</i>	

8. LESSONS LEARNED

<i>Enter lessons learned (both project-specific and of wide general application)</i>
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9. PROJECT FINANCING AND COSTS

9.1. Original Project Financing including ISA Direct² Costs (as approved)

Cost by Component	Transition Fund (USD)	Country Co-Financing (USD)	Other Co-Financing (USD)	Total (USD)
Component 1: (a) Sub-component 1.1: (b) Sub-component 1.2:				
Component 2: (a) Sub-component 2.1: (b) Sub-component 2.2:				
Component 3: (a) Sub-component 3.1: (b) Sub-component 3.2:				
Total Project Cost				

9.2. Revised Project Financing including ISA Direct Costs (if applicable)

Cost by Component	Transition Fund (USD)	Country Co-Financing (USD)	Other Co-Financing (USD)	Total (USD)
Component 1: (c) Sub-component 1.1: (d) Sub-component 1.2:				
Component 2: (c) Sub-component 2.1: (d) Sub-component 2.2:				
Component 3: (c) Sub-component 3.1: (d) Sub-component 3.2:				
Total Project Cost				

9.3. Actual Transition Fund Grant Allocations Disbursed

Disbursements for Direct Project Activities	
Disbursements for Indirect Project Activities	
Total Disbursed	

² ISA direct costs are those costs related to the ISA's direct provision of technical assistance within the project. Also see Paragraph 47 of the Operations Manual.

10. RECOMMENDATIONS AND FOLLOW UP-ACTIONS

Provide project/program specific recommendations. Recommendations should be specific and within the authority of the nominated entity and person responsible for carrying them out. Include the name of the entity responsible for taking action, time frame and responsibility for monitoring and reporting.		
Recommendations	Responsible Person/Entity	Time frame

11. SUSTAINABILITY

Criteria	Assessment
Technical and Financial, soundness of the project results	
Beneficiary commitment, including supportive legal/regulatory framework and socio-political/stakeholder support	
Institutional Sustainability (organizational and management effectiveness)	
Resilience of the project results to exogenous factor	

Annexes

1. Results-Based Logical Framework with actual achievement of outcomes and outputs against targets
2. Map of the project location(s)
3. List of PIASRs with their rating prepared during implementation
4. Integrated Quality Assurance Framework (IQAF) Overall Score Summary
5. Organizational structure for project implementation
6. Detailed Project cost and financing plan (if applicable)
7. Detailed Planned versus actual implementation schedule (if applicable)
8. Detailed Planned versus actual procurement plan (if applicable)
9. Details of disbursements from different sources of financing (if applicable)
10. Summary of financial and economic analyses at completion and re-assessment of EIRR and FIRR (if applicable)
11. Main assumptions of re-assessment of FIRR and EIRR (if applicable)
12. List of missions carried out at various stages including at identification, preparation, appraisal, supervision, and PCR (with dates, number of persons, composition of mission, staff days)
13. List of supporting documents reviewed
14. List of persons met
15. High resolutions photographs and video of the Project site/Beneficiaries
16. Any other information