**Request for Expression of Interest (REOI)**

**Individual Consultant - Support in Preparation of Grain Storage and Seed Processing Plant Project in Republic of Iraq**

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 two individual consultants ***(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 an individual consultancy 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 10-June-2021 (06:00 PM GMT+2):

**Ms. Nouran Kamar**

**Regional Hub Cairo, Egypt**

**Islamic Development Bank**

**E-mail:** [**Nkamar@isdb.org**](mailto:Nkamar@isdb.org)

1. The Consultant in submitting EOI should also self-register with IsDB through following link: <http://isdb.supplier.mn2.ariba.com/ad/selfRegistration/>

For clarifications on self-registration please contact:

Mr. Abdulrasheed Gul ([agul@isdb.org](mailto:agul@isdb.org)) or Mr. Abdullah Faris ([afaris@isdb.org](mailto:afaris@isdb.org))

**Appendix A:** Terms of Reference of the Assignment

**Appendix B:** Expression of Interest Forms

**Appendix A: Terms of Reference (TOR)** **of the Assignment**

**Terms of Reference**

1. **Background**
2. The IsDB received official request from the Government of Iraq (GOI) to consider financing Grain Storage and Seed Processing Plant in 5 provinces of Iraq (Hereafter Project). The IsDB is considering to engage consultancy service from the team of two individual consultants to review the project documentation prepared by the local authorities in Iraq and prepare complete project report to justify the investments. The Consultants will additionally support the IsDB project preparation and appraisal mission in undertaking the assessment and design of the project to ensure their quality at entry. They will contribute to the preparation of necessary documents for internal processing by IsDB: Project Preparation Review Report (PPRR) and Project Appraisal Document (PAD).
3. The Project is targeted to support the improvement of basic strategic agricultural crops in support of food security in Iraq by enhancing the production of wheat seeds, fodder, barley and yellow corn grains used in the production of forage. The Project activities indicatively grouped under following components, which is subject to finalization with the Beneficiary at the time of Project preparation:
4. Construction of two yellow corn processing plants with total capacity of ~20 tons/hour,
5. Construct wheat seed processing plant, with a capacity of about ~6 tons/hour.
6. Construction of four horizonal grain storages with total capacity of about ~4,000 tons.
7. Construction of eight metal silos, with total capacity of about ~50,000 tons,
8. Operational training of engineers and technicians.
9. Project Management Support.
10. The Executing Agency of the project is Ministry of Agriculture, who will implement the Project with the support of Mesopotamia State Company for Seeds and Grain Board of Iraq. The crop and seeds processing plants will be constructed primarily in Kirkuk province, while storage facilities will be constructed in Kirkuk, Nineveh, Sulaymaniyah, Diyala and Al-Anbar provinces of Iraq.
11. **Description of the Assignment**

***Objectives***

1. The overarching objective of the consultancy service is to assess the potential and formulate an integrated, inclusive and sustainable agriculture infrastructure investment project in Iraq. The Project requires to be designed addressing the institutional, technical, financial, economic, social (including gender) and environmental/climate concerns. The consultancy assignment requires experienced Agriculture Technology Specialist and Agriculture Economist to do the:
2. Preparation of complete project report based on the available technical document prepared by the Beneficiary and through field visits and consultation with Beneficiary and local stakeholders.
3. Preparation of IsDB Project Preparation Review Report (PPRR) and Contribution to the Preparation of Project Appraisal Document (PAD) based on standard templates.

***Requested Activities***

1. **PREPARATION OF COMPLETE PROJECT REPORT**
2. The Complete Project Report (CPR) is required to determine the project feasibility – technical, financial, environmental and social; assess the viability of adopted engineering solutions and to determine required cost of investments. Comprehensive detailed engineering designs (DED) is not part of the subject assignment and will be prepared during the project implementation phase under a separate consultancy assignment. The scope of service under present assignment includes the following:
3. **General Analysis/Review:**

**Review to be undertaken by the Agriculture Technology Specialist:**

* 1. Review and stocktaking of available studies, technical documents, DED related to the Projects (where available) prepared by the Beneficiary, including assessing their quality, field visits and necessary consultations with beneficiaries. This will clarify the status of the readiness of the projects, validity of the documents, identifying the gaps and required level of updates. For parts where no technical documents are available, the Consultant shall prepare report defining essential elements of the Project to justify project investment.
  2. Clarifying the GOI policy regarding the support of scientific research applications for the development of crop seeds.

**Review to be undertaken by the Agriculture Economist:**

* 1. Collect/update information on the (i) sector, key challenges and strategy in the country; (ii) general and socio-economic related data of the country and project areas; and (iii) information on EA, its financial and technical capacity.
  2. Undertaking brief Agriculture Value Chain (AVC) Analysis to identify main process and actors in the value chain, their relationship, capacity and key gaps. This is to determine a sustainable strategy to bring added value through the proposed Project.

1. **Specific Analysis/Review:**

**Analysis to be undertaken by the Agriculture Technology Specialist:**

1. Undertake complex assessment of conditions in project area (geographical, climate, natural resources, demographics and consumers profile), appropriateness of land condition where Plants will be built/upgraded, need for land acquisition, availability of relevant connectivity/utility infrastructure for operating the plants: access road, power supply, water-sewerage networks, and other basic infrastructure.
2. Match the proposed engineering solution at each stage of identified gaps of AVC to determine the optimal type of intervention – upgrade/modernization of existing plant or new construction considering the available budget. Describe the main alternative considerations and reasons for rejections.
3. Propose technical solutions to ensure development of state-of-art, sustainable infrastructure through Project investment. Focus should be given to promote advanced/modern, resource efficient/saving technologies, automation of the plant’s operation and similar. Specific attention should be given to ensure that proposed activities are climate adoptive, environmentally, socially acceptable and well safeguarded.
4. Update/develop preliminary scope of work (BoQ with unit costs) as per the required construction standards/norms in the country. Costing to consider domestic market analysis and benchmarking with international prices, to the extent possible. This will be contributed to preparation of Procurement Strategy and Procurement Plan.
5. Review and discuss the overall Project implementation mechanism, including setting up Project Management Unit/Team with the Project Executing Agency, their location, staffing and office equipment needs, and budgeting in line with other similar projects in the country or norms adopted by the GOI and/or domestic market.
6. For the Seeds Treatment Plants:
   1. Description of the intended plant; Proposed Installed & Operational Capacities; Geographical Potentiality for investment in the target areas; Potential Target Markets.
   2. Scope and Space Requirement of the processing plant: Capital Investment (Land, Building/Infrastructure, Plant Machinery & Equipment, Furniture & Fixtures, Trucks, Office Vehicles, Office Equipment, Pre-operating Costs); Raw Material Requirements; Human Capital Requirements; Other Costs (Annual electricity; Water, Sanitation, the cost of maintenance of machinery and equipment, marketing and Awareness activities); Revenue Generation Model; Projects Economics (EIRR, FIRR, NPV, Pay Back Period,.. etc.) and Project-specific Risks (Operational, Market, Environmental, Safety & Hygiene, etc.)

**Analysis to be undertaken by the Agriculture Economist:**

1. Undertake preliminary climate, environment and social (including gender) assessment of the degree of the impact of the proposed project interventions. Undertaking fragility/post conflict, and disaster risk management analysis considering that projects are primarily located in post-war zones (e.g. project impact to internally displaced people), as well areas that maybe prone to natural disasters (draught, flooding, earthquakes, etc.). Propose indicative mitigation-management framework for each of the key risks determined. This will serve as inputs to preparation of Environment-Social Impact Assessment and Management Plan during Project implementation phase.
2. Undertake preliminary cost-benefit analysis to determine the financial and economic viability of the project. Calculate Financial Internal Rate of Return (FIRR) and Economic Internal Rate of Return (EIRR).
3. Review, discuss and ascertain the project sustainability with the specific focus on the O&M of the Plants, required budget and public participation/awareness; assess the need for implementing capacity building activities. Propose list of optimum activities along with cost-breakdown.
4. Support in collecting additional information for preparation of Procurement Strategy and Procurement Plan, which will include Contractor/Consultant Market Analysis, Assessing Capacity of EA in procurement management, and recommendation for procurement packaging and method of procurement (good, works and services).
5. **Drafting Complete Project Report**

Based on above findings to prepare Complete Project Report (CPR), which should include all the findings of studies, analysis and recommendations include, but not limited to the following:

**Elements to be prepared by the Agriculture Technology Specialist:**

* 1. Outcome of the review of the background documents, field inspections, Beneficiary consultation and other processes that lead to formulating the CPR
  2. Description of Project area, status of available infrastructure, land and other resources.
  3. Description of engineering design: scope of works, parameters of key section of the infrastructure, estimated BOQ and detailed costing with measurement methods and market price analysis.
  4. Producing map – project/facility location map, schematic scheme and general map (prepared in AutoCAD or similar software).
  5. Any other findings (field photo, minutes of meetings, primary/secondary data collected, publications, etc.) that will contribute to project preparation

**Elements to be prepared by the Agriculture Economist:**

* 1. Sector, Socio-Economic analysis, supply and demand analysis, including market analysis for tradable commodities.
  2. Value Chain Analysis as outlined above.
  3. Outcome of the preliminary environment, climate impact, social/gender assessment, fragility/post conflict sensitivity and disaster risk management analysis. Draft mitigation and management plan framework.
  4. Cost-Benefit analysis, including indicative FIRR/EIRR and Key Performance Indicators (output/outcomes) for development of project M&E framework, including baseline data
  5. Any other findings (field photo, minutes of meetings, primary/secondary data collected, publications, etc.) that will contribute to project preparation.

1. **PREPARATION OF PROJECT PREPARATION REVIEW REPORT (PPRR)**
2. The PPRR will be mainly prepared upon the finding of CPR mentioned above and will be prepared under the guidance of the respective IsDB project team based on standard templates. Key areas of focus in PPRR outlined, but not limited to following:

**Key areas of focus to be prepared by the Agriculture Technology Specialist:**

1. Formulating Project objective and Projects’ Results and Monitoring Framework considering key development results indicators, measurable outputs and outcomes based on gender segregation (where applicable). Baseline data to be determined.
2. Determination of final project scope, activity list, budget and cost by each component/activity based on detailed budget for each component.
3. Development of comprehensive Project Implementation Schedule (in Gantt Chart or similar)
4. Technical Feasibility to ensure adequacy of technology, allocated budget, timeframe, and measures considered for Asset operation after project completion.
5. Proposing measures for ensuring Project Sustainability – Economical, Social, Financial, and Environmental.

**Key areas of focus to be prepared by the Agriculture Economist:**

1. Contribute in preparation of procurement strategy and procurement plan.
2. List of potential project risks and proposed mitigation measures (operational, and sustainability).
3. Full Economic and Financial Analysis once final investment cost determined.
4. List of potential project risks and proposed mitigation measures (political, legal, financial, social, and environmental).
5. Proposing measures for ensuring Project Sustainability – Economical, Social, Financial, Technical. and Environmental.
6. **Deliverables and Schedule**

***Deliverables***

1. This is a mixed home-field based consultancy assignment, whereby the Consultants are required to visit the project sites to inspect the current infrastructure and/or conditions for building new facility or its reconstruction/upgrade, including availability of land, utilities and other resources. The Consultants will also undertake stakeholder’s consultation locally, specifically with the Operators of the various plants and probably farmers. Hence, the Consultants are expected to be in the position to travel domestically to meet the key stakeholders.
2. The Agriculture Technology Specialist will responsible for compiling all the findings and produce the following major outputs:

|  |  |  |
| --- | --- | --- |
| **#** | **Deliverable** | **Due Date** |
| 1 | Inception Report detailing methodology and work plan | 1 week after signing the contract |
| 2 | Draft Complete Project Report | 1 month after signing the contract |
| 3 | Final Complete Project Report | 2 weeks after IsDB comments on Draft Report |
| 4 | Draft IsDB PPRR standard format  (table of content provided below) | 2 weeks after notification to prepare PPRR |
| 5 | Final Report | 2 weeks after notification to prepare Final Report |

1. All deliverables shall be prepared in English and submitted in an electronic copy (in MS Word format). The Consultants shall ensure professional editing of the final version of final reports and submission to the Bank via email before the end of the consultancy assignment. Due dates for submission of deliverables may be modified by the IsDB in a reasonable manner.

***Time Frame for Assignment:***

1. The assignment shall be over 4 months (June to September 2021), with a total duration of 85 working days (approximately 50 days for Team leader and 35 days to team member), including 30 days for field visits (combined for both consultants), which will be finalized at the time of contract negotiations. All deliverables are expected to be finalized through rigorous consultative meetings and in-depth discussions with the EA, Plant Operators and other key stakeholders, at the national and provincial levels.
2. The Agriculture Technology Specialist will be the team leader. The IsDB team will provide overarching supervision to the process and will provide feedback and guidance to achieve the goal and specific objectives of the consultancy.
3. **Consultant’s Qualification**
4. The Agriculture Technology Specialist should have the following minimum qualifications and skills:

* Master’s Degree in Agriculture Technologies, Agriculture Engineering or any relevant fields.
* Minimum 10 years of experience in the agriculture infrastructure planning, design and/or delivery. Preferably in the area of grain products (production and post-harvest).
* Practical experience working with project preparation as per the Multilateral Development Bank procedures.
* Strong communication, writing, and presentation skills. Fluency in English. Professional proficiency in Arabic language skill will be a definite asset.

1. Agriculture Economist should have the following minimum qualifications and skills:

* Master’s Degree in Agriculture Economics, Marketing, Trading or any relevant fields.
* Minimum 10 years of experience in the analysis of agriculture value chain, defining cost-benefit analysis, commodity trading, etc. Preferably in the area of grain products (production and post-harvest)
* Practical experience working with project preparation as per the Multilateral Development Bank procedures.
* Strong communication, writing, and presentation skills. Fluency in English. Professional proficiency in Arabic language skill will be a definite asset.

1. **Evaluation Criteria:**
2. The consultant will be selected according to the individual consultant selection method. The Consultant who received the highest score in the technical evaluation (based on his/her qualification) and at a reasonable fee and in the budget acceptable to IsDB will be award the contract. The final decision on the evaluation and award of contract will be at the discretion of the IsDB. The following criteria will be used for evaluation of technical proposals (detailed criteria in Annex-2):

* General Qualifications 20 points
* Specific experience relevant to TOR 50 points
* Experiences in the region and language 30 points

**Total 100 points**

1. **Terms of Payment**
2. The schedule of payment is specified below:
   1. 20% of Contract Value upon receiving the Inception Report
   2. 50% of Contract Value upon the receipt of the Final Complete Project Report acceptable to IsDB; and
   3. 30% of Contract Value upon the receipt of the Final Report, as per the format, the Consultants will submit a mission settlement form and expenses related to the mission.
3. **Contract Administration:**

* **Client's Input:** the IsDB RHC team will provide access to all required documents (i.e. Bank's standard template for Project Preparation Review Report, Project Appraisal Document, Relevant Official Communications on the project, etc.). IsDB will also facilitate the assignment remotely by introducing the consultant to the EA, and providing any official support, which may be required.
* **Logistics:** The Consultant will coordinate with the EA to make necessary arrangements for the logistics of the field visit. The visit’s related expenses shall be borne by the Consultant.
* **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 studies, reports 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.

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**Annex-1: Table of Contents of the IsDB Document**

(Template with guidance note will be communicated upon the signing of the contract with consultant)

|  |  |  |
| --- | --- | --- |
| **#** | **Sections** | **Content Description** |
| **1** | **Strategic Context** | Brief Project History (timeline, approach etc.)  Project Context (country geographic demographic, economic context, thematic (gender, climate change, resilience) context, sector context) |
| **2** | **Project Development Objective and Rationale** | Project Objectives  Project Location  Project Beneficiaries and Stakeholder Consultations |
| **3** | **Project Description** | Project Design and Scope/Components  Alternatives Considered and Reasons for Rejection  Past Lessons Learned and Reflected in Project Design |
| **4** | **Project Thematic Orientation** | Climate Change  Women and Youth Empowerment  Fragility and Conflict Sensitivity Analysis  Disaster Risks Management Analysis |
| **5** | **Project Cost and Financing Plan** | Project Costs  Proposed Financing Plan |
| **6** | **Implementation Arrangements** | Executing Agency  Institutional Arrangements (PIU)  Implementation Plan and Project Readiness:  Project Monitoring and Implementation Support Plan |
| **7** | **Fiduciary Due Diligence** | Procurement Arrangements:  Project Financial Management and Audit Arrangements:  Project Disbursement Arrangements |
| **8** | **Project Results and Monitoring** | Key Development Results Indicators:  Monitoring and Evaluation of Outcomes/Results |
| **9** | **Project Risks and Sustainability** | Project Risks  Project Sustainability (Economic, Social, Environmental, Operational) |
| **10** | **Project Justification** | Technical Feasibility  Economic & Financial Analysis |
|  | **Appendices** | Provide appendices |
|  | **References** | Reference materials used in preparation of the document including publications, minutes of meetings, etc. |

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| --- | --- | --- |
| **#** | **Criteria/ Sub-Criteria** | **Max. Scores** |
| **A)** | **General Qualifications of the Team** | **20** |
| **a1.** | **Education** | **10** |
|  | *- Agriculture Technology Specialist* | 6 |
|  | *- Agriculture Economist* | 4 |
| **a2.** | **General Work Experience** | **10** |
|  | *- Agriculture Technology Specialist* | 6 |
|  | *- Agriculture Economist* | 4 |
| **B)** | **Specific Experiences Related to the TOR** | **50** |
| **b1.** | **Experience in the Sector** | **20** |
|  | *- Agriculture Technology Specialist* | 12 |
|  | *- Agriculture Economist* | 8 |
| **b2.** | **Experience in Similar Assignments** | **30** |
|  | *- Agriculture Technology Specialist* | 16 |
|  | *- Agriculture Economist* | 14 |
| **C)** | **Experiences in the Region and Language** | **30** |
| **c1.** | **Regional Experience** | **20** |
|  | *- Agriculture Technology Specialist* | 12 |
|  | *- Agriculture Economist* | 8 |
| **c2.** | **Knowledge of the Language** | **10** |
|  | *- Agriculture Technology Specialist* | 5 |
|  | *- Agriculture Economist* | 5 |

**Annex-2: Technical Evaluation Sheets for Consultants Team**

**Appendix B: Expression of Interest (EOI) Form**

To: Islamic Development Bank

Corporate Procurement Unit

**Subject: Support in Preparation of Grain Storage and Seed Processing Plant Project in Iraq**

Dear Sir/Madam:

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: |

**II. Past Consultancy Assignment References**

*[****Notes to consultant:*** *Please select most relevant consultancy assignments you have recently completed to demonstrate your technical qualifications and experience.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period** | **Client** | **Project** | **Country** | **Your role (As lead consultant or as member of a team?)** | **Value of the**  **Contract** |
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**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[[1]](#footnote-1)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item** | **Unit** | **Qty** | **Unit Cost**  **(USD or Euro)** | **Total**  **(USD or Euro)** |
| 1 | Professional Fees (unit rate) per day[[2]](#footnote-2) | Man days |  |  |  |
| 2 | Expenses during the field visits | Man days |  |  |  |
| 3 | Expenses for travel | Lump-sum |  |  |  |
|  | **Total:** |  |  |  |  |

{day/month/year}

Name of the Applicant Signature Date

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)** |
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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.

{day/month/year}

Name of Expert Signature Date

|  |  |
| --- | --- |
|  | Yes / No |
| 1. *I am employed by the concerned Agency / (ies) related to this consultancy assignment* |  |
| 1. *I was involved with the preparation of the terms of reference for this consultancy assignment* |  |
| 1. *I am not currently debarred by a multilateral development bank or other similar institutions (If yes, identify who)* |  |

1. *Financial proposal can be prepared by Team leader or separately by each of the consultant, which should be agreed within the team prior to submission.*  [↑](#footnote-ref-1)
2. *Includes any overhead costs while working at place of residence, and taxes, as deemed necessary.* [↑](#footnote-ref-2)