**Invitation for Expression of Interest (IEOI) – Individual Consultant**

**Invitation for Expression of Interest**

*Date 05/04/2023*

**Hiring a Consultant for Development of Project Implementation Manual and Provision of Support in Procurement for Three IsDB Projects in Tajikistan.**

1. The Islamic Development Bank (IsDB) is hiring individual consultant for development of Project Implementation Manual and provision of support in procurement under

* Technical and Vocational Education and Training Project in the Mountainous Regions Project (TJK1035);
* Development of Irrigation in Panj District Project (TJK1044);
* IsDB/ GPE Education project Phase-2 (TJK1043) in the Republic of Tajikistan.

The Terms of Reference (TOR) of the Services are attached and can be obtained from emailing [ArKenzhegulov@isdb.org](mailto:ArKenzhegulov@isdb.org) (cc: [DAbylkhan@isdb.org](mailto:DAbylkhan@isdb.org)). IsDB will select and engage the Consultant in accordance with the IsDB Corporate Procurement Policy.

2. IsDB now invites Expression of Interest (EOI) and proposal from potential individual applicants for consideration by IsDB in selecting the consultant.

3. Applicants who wish to submit an EOI with proposal should complete the EOI Form in Annex-III or obtain the template by writing to [ArKenzhegulov@isdb.org](mailto:ArKenzhegulov@isdb.org) (cc: [DAbylkhan@isdb.org](mailto:DAbylkhan@isdb.org)) and submit it to the IsDB by email to the following authorized representatives of IsDB by **20th of April 2023**:

Arman Kenzhegulov

Administrative Assistant

Regional Hub of Almaty

Islamic Development Bank

Email: [arkenzhegulov@isdb.org](mailto:arkenzhegulov@isdb.org) / [DAbylkhan@isdb.org](mailto:DAbylkhan@isdb.org)

Phone: +7 727 2727000

**Encl.:**

**Annex-I:** Terms of Reference

**Annex II –** Template for the Project Implementation Plan

**Annex-III:** EOI Form

**Annex-I: Terms of Reference for Consultant to Develop Project Implementation Manual and Provide support in Procurement for Three IsDB Projects in Tajikistan.**

1. **Background**

The Islamic Development Bank ("IsDB") has approved three projects in Republic of Tajikistan as follows:

**Project-1: Technical and Vocational Education and Training Project in the Mountainous Regions Project (TJK1035)**

**Project-2: Development of Irrigation in Panj District Project (TJK1044)**

**Project-3: IsDB/ GPE project for Implementation of National Education Strategy (TJK1043)**

The Bank is seeking the services of a procurement consultant to support the Executing Agencies of the projects in implementing the procurement plan of these projects and prepare a procurement manual for each project. In line with this, a local part-time Procurement Consultant is planned to be hired to handle procurement activities to kick start project implementation. The consultant will be selected in accordance with the IsDB Corporate Procurement Policy.

1. **Objective**

The main objective of this assignment is to support the Executing Agencies (Agency for Land Reclamation and Irrigation, Ministry of Education) for three recently approved/ effective projects to undertake key procurement activities to kick-start the projects. The key tasks of the consultant shall be as follows:

* Support the Executing Agency in undertaking advance and early procurement activities as per approved procurement plans.
* Participate as observer in key procurement sessions to ensure proper oversight
* Build capacity of EAs, PMUs and other stakeholders on IsDB procurement processes
* Develop a detailed manual of procurement procedures for the three projects as a reference for use by the PMUs and EA going forward
* Advise IsDB RHA operations team on necessary mechanisms to enhance efficiency and integrity of the procurement process.

1. **Scope**

The assignment will include the following activities to be undertaken for two IsDB Financed projects in Tajikistan:

**Project-1: Technical and Vocational Education and Training Project in the Mountainous Regions Project (35% of the contract price)**

1. Update project procurement plan of Appraisal document
2. Selection of PMU Staff/ PMU consultants
3. Generate Procurement Manual of the project outlining all the key procurement and contract management procedures
4. Selection of Detailed Design, Tendering and Supervision Consultant
5. Selection of Project Financial Audit
6. Preparation of template bidding documents based on IsDB standard bidding documents for civil works
7. Finalizing RFQ for PMU IT equipment and Furniture
8. Generate Procurement Manual of the project outlining all the key procurement and contract management procedures
9. Oversee all procurement steps
10. Undertake capacity building of PMU and EA through structured trainings

**Project-2: Development of Irrigation in Panj District Project (35% of the contract price)**

1. General Procurement notice
2. Generate Procurement Manual of the project outlining all the key procurement and contract management procedures
3. Selection of PMU Staff/ consultants
4. Selection of Detailed Design, Tendering and Supervision Consultant
5. Selection of Project Financial Audit
6. Procurement of PMU IT equipment and Furniture
7. Preparation of template bidding documents based on IsDB standard bidding documents for civil works
8. Undertake capacity building of PMU and EA through structured trainings

**Project-3: IsDB/ GPE Project for Implementation of National Education Strategy Phase-2 (30% of the contract price)**

* 1. Generate Procurement Manual of the project outlining all the key procurement and contract management procedures
  2. General Procurement Notice
  3. Selection of PMU/ PIG staff/ consultants
  4. Selection of Project Financial audit
  5. Procurement of PMU IT equipment, furniture, vehicles etc.
  6. Selection of detailed design review and supervision consultant
  7. Finalize Contract with UNICEF based on IsDB standard template
  8. Preparation of template bidding documents based on IsDB standard bidding documents for civil works (schools)
  9. Preparation of template bidding documents based on IsDB standard bidding documents for furniture and equipment for schools.
  10. Undertake capacity building of PMU and EA through structured trainings

The detailed indicative tasks to be undertaken under each activity are as follows, though the consultant will be required to follow IsDB guidelines for selections of consultants/ goods/ works as the case may be.

**C.1** **For Development of Project Implementation Manuals for project;**

1. Develop draft PIM based on the Project Appraisal Document and other related documents and consultations with the EA and the Bank, according to templates and standards used for PIM by the International Financial Institutions.
2. Review and addressing IsDB’s comments and recommendations on the draft PIM
3. Finalize PIM and obtain its endorsement from the EA and the Bank.
4. Assist and guide the EA on the PIM activities for the first 6 months after PIM endorsement.

**C.2 For selection of (i) Detailed Design, Tendering and Supervision Consultant; and (ii) Project Financial Audit;**

1. Preparation of standard Request for Expression of Interest (REoI);
2. Review, clarification, evaluation of Expressions of Interest;
3. Preparation of the shortlisting evaluation reports;
4. Preparation of standard RFPs;
5. Supporting EA in review and addressing IsDB’s comments and recommendations on the draft RFPs;
6. Supporting EA in review and clarification on the questions and comments raised by the shortlisting consulting companies on the issues RFPs;
7. Supporting EA to arrange openings of Technical Proposals and prepare minutes of openings;
8. Review and evaluation of the received Technical Proposals;
9. Preparation of the Technical Evaluation Reports;
10. Supporting EA in review and addressing IsDB’s comments and recommendations on the Technical Evaluation Reports;
11. Supporting EA to arrange public openings of the Financial Proposals and prepare minutes of openings;
12. Review and evaluation of the received Financial Proposals and preparation of the Combined Evaluation Reports;
13. Supporting EA in review and addressing IsDB’s comments and recommendations on the Combined Evaluation Reports;
14. Preparation of the draft Contracts and providing guidance to the EA in proceeding Contracts negotiations;
15. Supporting EA in review and addressing IsDB’s comments and recommendations on the draft negotiated Contracts;
16. Preparation of the Contracts award notifications;
17. Preparation of the awards publications.

**C.3 For selection of Contractors:**

1. Preparation of Bidding Documents as per the IsDB standard procurement documents;
2. Preparation of standard invitation for Bids;
3. Supporting EA in review and clarification on the questions and comments raised by the Bidders on the Document;
4. Supporting EA in review, clarification, evaluation of application;

**C.4** **For Selection of PMU Staff:**

1. Preparation of Terms of Reference and Job Description of the staff
2. Preparing advertisement for job posting and follow up its publication by EA
3. Supporting EA in Evaluation of CVs and interview process
4. Preparing interview report and evaluation report
5. Supporting EA in addressing IsDB comments
6. Preparing draft contract and final contracts of PMU Staff

**C.5 RFQ for IT Equipment and Furniture**

1. Supporting EA in preparation of specifications for the items

2. Supporting EA in market research/analysis and updating estimated budget for the items with outdated estimation

3. Preparing Request for Quotation as per IsDB requirement

4. Supporting EA in review and preparation of the Evaluation of the received Price Quotations

5. Supporting ES in preparation of the draft Contract

6. Preparation of the awards publications

**D. Deliverables**

This is a part time assignment, whereby the consultant should have direct and continuous communication channel with the Client either physically or through distant communication channels.

The key milestones for various deliverables shall be in accordance with the Project Procurement Plan as attached to these TORs. The percentage consultancy fee allocated to it are as follows:

1. **For Development of Project Implementation Manual (40%):**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | Draft PIM | By 30-May-2023 | 25% |
| 2 | Final PIM | By 22-June-2023 | 25% |
| 3 | Assist and guide the EA on the PIM activities | 6 months after final PIM | 50% |

1. **Detailed Design, Tendering and Supervision and Financial Audit (20%):**

| **No** | **Expected Deliverables** | **Payment (as %age of the assignment)** |
| --- | --- | --- |
| 1 | Standard Request for Expressions of Interest (REoI) | 30% |
| 2 | Shortlisting evaluation report |
| 3 | Standard RFP |
| 4 | Technical evaluation report | 40% |
| 5 | Combined evaluation report |
| 6 | Draft Contract and Contract award notification | 25% |
| 7 | Award publications |
| 8 | Final report | 5% |

1. **Contractors (20%):**

| **No** | **Expected Deliverables** | **Payment** |
| --- | --- | --- |
| 1 | Standard Bidding Document | 40% |
| 2 | Bids Evaluation Reports | 50% |
| 3 | Final report | 10% |

1. **Selection of PMU Staff (10%)**

| **No** | **Expected Deliverables** | **Payment** |
| --- | --- | --- |
| 1 | REoI/Announcements | 30% |
| 2 | Evaluation Report | 40% |
| 3 | Signed Contracts | 30% |

1. **Finalizing RFQ for PMU IT equipment and Furniture (10%)**

| **No** | **Expected Deliverables** | **Payment** |
| --- | --- | --- |
| 1 | Draft RFQ with Specifications | 30% |
| 2 | Final RFQ with Specifications | 30% |
| 3 | Evaluation of Price Quotations | 35% |
| 4 | Draft Contracts and Award Notice | 5% |

1. **Schedule**

The assignment is expected to span until the midst of 2024. The total estimated staff days of effort will be around 250 days. All deliverables will be approved by the client before being eligible for payment. The sc

1. **Terms of Payment**

The contract will be lump sum basis and the Consultant will be entitled for payments, once the assignment outputs (deliverables) are provided as per the agreed schedule and upon acceptance by the client.

1. **Consultant`s Qualifications**

The Consultant should have the following qualifications and skills:

* Degree in Engineering, Business Administration, Legal, Economics or any relevant fields;
* At least 5 years of professional experience in project design, management, implementation and monitoring;
* Professional experience in project procurement of MDBs (ADB, EBRD, IsDB, WB) financed projects is an asset;
* Excellent communication skills in English and Russian. Knowledge of Tajik is added value.

**Annex-II: Template for the Project Implementation Plan**



**Project Implementation Manual**

[Project title]

Project Number: [OMS project code]

Project Approval: [date of project approval]

Executing Agency: [name of the EA]

Version of the document: [date]

ABBREVIATIONS

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1. PROJECT DESCRIPTION
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3. Project Brief Scope/Components 2
4. PROJECT MANAGEMENT ARRANGEMENTS
5. Project Implementation Organization: Roles and Responsibilities 3
6. Key Persons in Project Implementation 4
7. Project Organization Structure 5
8. Project Readiness Activities 6
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10. FINANCIAL MANAGEMENT ARRANGEMENTS
11. Financing Plan 8
12. Disbursement Plan 9
13. Financial Management 10
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16. Auditing and Public Disclosure 13
17. PROCUREMENT AND CONSULTING SERVICES
18. Advance Contracting 14
19. Procurement Plan 15
20. Procurement of Goods, Works, and Consulting Services 16
21. Consultant’s Terms of Reference 17
22. GENDER AND SOCIAL DIMENSIONS 18
23. SAFEGUARDS
24. Environment 19
25. Involuntary Resettlement 20
26. Anticorruption 21
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**Annex-III: Expression of Interest (EOI) by Applicant**

**[Hiring a Consultant for Development of Project Implementation Manual and Provision of Support in Procurement for Three IsDB Projects in Tajikistan.]**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Arman Kenzhegulov**

Administrative Assistant

Regional Hub of Almaty

Islamic Development Bank

Email: [arkenzhegulov@isdb.org](mailto:arkenzhegulov@isdb.org) / [DAbylkhan@isdb.org](mailto:DAbylkhan@isdb.org)

Phone: +7 727 2727000

I have carefully read your Invitation for Expression of Interest 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 being considered for the Shortlist. I understand that IsDB does not have an obligation that I must be shortlisted.

I have attached to this EOI supporting documents highlighting the relevant expertise and Experience for your consideration. Some of the key information is highlighted below:

1. **Personal Profile** :

|  |
| --- |
| Nationality:  Date of Birth:  Permanent Address:  Phone No.:  Email: |

1. **Qualification of the Consultant:**

*Notes to consultant: Please indicate all relevant qualifications and professional accreditations that make you suitable for the assignment. Indicate relevant qualification, place from where the qualification was obtained, year etc]*

1. **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 |
|  |  |  |  | *Can elaboarate further below* |  |
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1. **Methodology and Work Program to Deliver the Assignment**

*[Notes to consultant: Please outline within a maximum of 2 pages on methodology you will adopt to deliver the assignment, including key steps, processes, and activities that you will undertake to achieve the consultancy assignment objectives. Also indicate any sub-consultants you will engage to support engineering aspects of the assignment and their specialization and experience. Also provide a timeline/ work program for delivery of assignment objectives in line with the TOR requirements, indicating breakdown of key activities with milestones.}*

1. **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 never 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.

I shall be available for the assignment as per the requirements

1. **Attach CV of the Lead consultant as well as any sub-consultants to be engaged**