Date 28/02/2025

**Invitation for Expression of Interest**

**Hiring a National Individual Consultant for Project Coordination**

**and Shariah Line of Finance Support**

**under the Shariah Affordable Housing Finance project in Kyrgyz Republic**

The Islamic Development Bank (IsDB) is seeking the services of a qualified individual consultant to assist the project coordination with local stakeholders and to support the project in implementing the line of finance for Shariah mortgage facility. The consultant will work in close coordination with the IsDB, State Mortgage Company (SMC), Ministry of Finance, Ministry of Economy, and the local participating banks.

The Terms of Reference (TOR) of the consultancy services is attached with this IEOI and can also be obtained by emailing [arkenzhegulov@isdb.org](mailto:arkenzhegulov@isdb.org) (cc: [zmakhmudova@isdb.org](mailto:zmakhmudova@isdb.org)). IsDB will select and engage the consultants in accordance with the IsDB Corporate Procurement Policy.

The expected consultancy services will be required from 10th April 2025 throughout February 2026, through intermittent engagement.

Applicants who wish to submit an EOI with proposal should complete the EOI Form in Annex-II or obtain the template by writing to [arkenzhegulov@isdb.org](mailto:arkenzhegulov@isdb.org) (cc: zmakhmudova@isdb.org) and submit it to the IsDB by email to the following authorized representatives of IsDB by **14 March 2025**:

Arman Kenzhegulov

Administrative Assistant

IsDB Regional Hub of Almaty

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

**Encl.:**

**Annex-I:** Terms of Reference (attached separately)

**Annex-II:** EOI Form

**Annex-II: Expression of Interest (EOI) by Applicant**

**Hiring a National Individual Consultant for Project Coordination and Shariah Line of Finance Support under the Shariah Affordable Housing Finance project**

**in the Kyrgyz Republic (KGZ1028)**

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

**Arman Kenzhegulov**

Administrative Assistant

IsDB Regional Hub of Almaty

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

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 | Experience in Similar Project | Country | Your role (As lead consultant or as member of a team?) | Value of the  Contract |
|  |  |  |  | *Can elaborate 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 Consultant**