



IFAD IV	
Nr. referință	B:3.5 grant
Categoria	Study tours

**Terms of Reference
for international technical assistance
for organizing an international study tour**

Theme: Microfinance: products and services, performance management.

Location: Ireland

Timing: December 3-8, 2012

Length of the assignment: 7 working days

Number of participants: 12 people

Background

The Rural Financial Services and Marketing Programme, financed by the International Fund for Agricultural Development (IFAD) and implemented by the Consolidated IFAD Program Implementation Unit (CPIU-IFAD), aims to provide access for small- and medium-scale rural-based entrepreneurs to mid and long term financial services. The Programme financial services are channeled through local financial institutions (commercial banks (CB) and microfinance institutions (MFIs) acting as financing intermediaries for Savings and Credit Associations (SCAs)).

As part of Rural Financial Services activities, the Programme also envisages training activities for MFIs and SCAs staff on institutional capacity building. The training programme includes aspects like financing of investments, loan portfolio management, loan recovery, assets and liability management, which aimed to ensure a stable and sustainable microfinance system development and strengthening the capacity for SCAs development in the Republic of Moldova.

One of the most relevant countries with similar experience in Microfinance to those in Moldova, especially with wide network of credit union and a high penetration rate, it is Ireland and UK, with 503 and 453 Credit Unions respectively. According to European Network on Credit Unions data (www.creditunionnetwork.eu) Credit Unions in Ireland have 2,9 mln members and are the most efficient microfinance system in Europe.

The study tour to be organized will build capacity of MFIs and SCAs staff representatives to:

- identify relationships of microfinance intermediation services providers (*microfinance institutions, savings and credit associations/cooperatives, credit unions, insurance companies /guarantee funds, others*);
- identify type of services and financial products provided, lending methods suitable to support microfinance, target group;
- identify credit guarantee programmes, types and function of guarantee funds for SCAs lending activities, implementation and partners;
- identify relationships of cooperation between the supervisory body, apex organization and microfinance intermediation services providers;
- identify advantages and constrains of microfinance activities, responsibilities and risks;

Scope of Work

The Consultant/consulting company will assist UCIP-IFAD in the organization of a Study Tour for a group of 12 persons, which will include representatives of Microfinance Institutions and Savings and Credit Associations, Apex organization, SCA Credit Guarantee Fund Implementation Organization(ODIMM).

The main visits and topics to be discussed are the following:

- Visits to microfinance institutions acting in rural and agriculture business (rural bank, cooperative bank)
 - ⇒ Legal framework: microfinance sector policies, legislative and normative acts (*prudential norms, insurance, collateral requirements*), authorization, control system (*reporting, supervision, monitoring*);
 - ⇒ Targeting, products and services, risk evaluation and monitoring;
 - ⇒ Sources of financing, role of donors in microfinance;
 - ⇒ Partnerships with development agencies (*governments, donors, international financial service providers*);
 - ⇒ Constrains and risks in microfinance.

- Visits to Insurance Companies, Guarantee Funds Implementation Organizations.
 - ⇒ Legislation, guarantee funds structure and provided services;
 - ⇒ Credit insurance/guarantee schemes: types and function;
 - ⇒ Sources of financing and partners;
 - ⇒ Activities and responsibilities of financial institutions and credit insurance/guarantee fund;
 - ⇒ Advantages, constrains and risks in credit insurance/guarantee industry.

- Visits to credit and savings association/cooperatives, credit union.
 - ⇒ Regulatory framework (authorization, supervision and regulation of institutions' activity);
 - ⇒ Targeting, products and services, risk evaluation and monitoring;
 - ⇒ Sources of financing, role and relationships with financial services suppliers;
 - ⇒ Role and partnerships with apex institution.

- Visits to credit and savings association/cooperatives members.
 - ⇒ Products and services, financing terms and conditions, monitoring;
 - ⇒ Relationships with credit association/cooperatives.

- Visits to apex institution.
 - ⇒ The role, functions of apex institution;
 - ⇒ Relationships of collaboration with credit and savings association;

TASKS AND RESPONSIBILITIES:

Under this training activity the CPIU-IFAD will cover costs for services rendered by the consultant, the air tickets visa costs, medical insurance for all participants. The participants will cover by themselves, per diem and accommodation.

The Consultant/consulting company will provide the following services:

- Setting up the visits to Microfinance Institutions, Insurance Companies/ Guarantee Funds, SCAs, credit union, SCAs members/borrowers and training program for the group (seminar, presentation on microfinance).
- Providing logistics during the Study Tour (booking hotels, organizing local transportation services, interpretation, communications, etc).

Request for Proposals

Documents to be included when submitting the proposals

Interested consultants (consulting companies) should submit their applications, consisting of the following documents/information:

- Proposal of one relevant EU country to be visited with due justifications based on own experience. The consultant/company will have to explain why the proposed EU country for organising the Study Tour is relevant to the Moldova case. Preference will be given to offers, which would propose to conduct Study Tour in countries offering the highest potential for replication of successful experiences;
- Their interest in providing services for organizing the Study Tour and will submit information indicating that they are qualified to perform the services (CV, company profile, reports, brochures, description of similar assignments, experience, etc.);
- A preliminary visit and training program for Study Tour in details per each day;
- Detailed financial proposal which would include costs per services provided (in country transportation cost, interpreting, hosting fees, lectures, presentations, others). **The financial proposal shall be expressed in USD and shall be detailed per each category of expenses.** Please mention the quantity, the unit cost and the total cost. Please use the template which is annexed here below.

The evaluation criteria

- The consultant/consulting company will be selected in accordance with the procedures set out in the current edition of IFAD Procurement Guidelines.
- Selection of companies or consultants to provide afore-said consulting services will be made based on selection method "Quality and Cost Based Selection" (QCBS), the final score obtained by each company or consultants being composed of 70% of the score for the parameter „Quality" (evaluated based on technical bid) and 30% - score obtained for the parameter „Cost" (established based on financial bid).
- Provided technical offers will be examined to ensure that they would pass the minimum technical score of 70 points, to evaluate of financial offers.

Location and other aspects

- Payments will be disbursed in installments upon submission and approval of deliverables and certification by CPIU-IFAD coordinator, that the services have been satisfactorily performed.
- Proposal should be submitted at the following address:
CPIU-IFAD, office 1303,
162, Stefan cel Mare si Sfint bld,
MD-2004 Chisinau, Republic of Moldova
or by e-mail to: office@ifad.md or marina.ianev@ifad.md no later than **November 05th 2012, 3:00 P.M.**
- Any request for clarification must be sent in writing by standard electronic communication to office@ifad.md.

Special provision: By submitting their documents, the bidders, suppliers, contractors, subcontractors and consultants agree to permit IFAD to inspect their accounts, records and other documents relating to the bid submission and contract performance and to have them audited by IFAD-appointed auditors and investigators. This provision requires bidders, suppliers, contractors, sub-contractors and consultants to: (i) maintain all documents and records related to the Programme for three (3) years after completion of the work contemplated in the relevant contract, and (ii) require the delivery of any document necessary for the investigation of allegations of fraud or corruption and the availability of employees or agents of the bidders, suppliers, contractors, sub-contractors or consultants with knowledge of the Programme to respond to questions from personnel of IFAD or any properly designated auditor, investigator, agent or consultant relating to review or audit of the document. If the bidder, supplier, contractor, sub-contractor or consultant fails to comply with IFAD's request, or otherwise obstructs IFAD's review of the matter, IFAD, in its sole discretion, may take appropriate action against the bidder, supplier, sub-contractor or consultant, including the imposition of sanctions in accordance with the administrative procedures of IFAD.

I. Financial offer (template)

#	Type of expenses	Cost per Unit, USD	Q, quantity	Total cost, USD
1	Expert fees, USD/working day			
2	Hotel costs, USD/night			
3	In country transportation, USD/km			
4	Presentation			
5	Interpreter, USD/day			
7	Paperwork, printing materials			
9	Communication			
10	Others, <i>mention here</i>			
11				
12				
13				
14				
15				
	Total payment for the services			